



ADMISSIONS POLICY for September 2021

Responsible:	The Principal
Reviewed:	August 2019
Date Approved by Governing Body:	Autumn Term 2019
Updated Review Approved by Governing Body:	22 January 2020
Next Review:	June 2021

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 Published Admission Numbers (PAN) for the normal points of entry to the UTC for 2021 will be as

Year 7

3. The Published Admission Number for year 7 will be 90.

Year 10

4. The Published Admission Number for Year 10 will be 120.
In 2024, the Watford UTC will have a PAN of 30 in Year 10, as it is anticipated that 90 Year 9 students will continue into Year 10. The 30 additional Year 10 students will be admitted in accordance with the UTC's published oversubscription criteria – as outlined below. However, if fewer than 90 of the UTC's own year 9 students' progress to year 10, the UTC will admit additional numbers of eligible external candidates up to the capacity limit of 120.

Year 12

The Published Admissions Number for year 12 will be 50 (external students). Year 11 students may continue their study with the UTC Post-16 providing they meet the entry criteria for their chosen courses of study.

Process of Application:

5. Process of Application for Year 7:

Procedure and dates for applying for a place for September 2021:

‘Moving on’ leaflets are distributed to all Year 6 students in early September, by the local authority.

Applications should be made via the on-line admissions system www.hertfordshire.gov.uk/admissions, with the closing date for all applications being 31st October 2020.

If you applied online and confirmed your email address, Hertfordshire County Council will send you an allocation email on 1 March 2021.

For any queries over the application process, please contact the Customer Service Centre: Tel: 0300 1234043 - Email: herts.direct@hertfordshire.gov.uk

6. For 2021, applications for Year 10 places at The Watford UTC must be made directly to the UTC.

7. For 2021, applications for Year 12 places at The Watford UTC must be made directly to the UTC.

Consideration of Applications

8. The Watford UTC Trust will consider all applications for places at The Watford UTC. Children with Education, Health and Care Plans (EHCPs) will be allocated a place if their Plan names the UTC. External Year 12 applicants must meet the minimum academic requirements – see Paragraph 15. If there are fewer applications than places available all applicants will be offered a place.

Procedures where The Watford UTC is oversubscribed

9. If there are more applications than places available the oversubscription criteria will be used to prioritise applications. After the admission of children with an Education, Health and Care Plan where Watford UTC is named on the Plans, priority will be given in the following order:

Oversubscription Criteria – see appendix for definitions

10.
 - i. Children looked after and children who were previously looked after, including those who appear (to the admission authority) to have been in state care outside of England, and ceased to be in state care as a result of being adopted or became subject to a child arrangements order¹ or a special guardianship order².
 - ii. Students who, on the date of admission, will have a current sibling at the UTC who will be living with them at the same address at the date of their entry to the UTC (Proof of the sibling relationship will be required if a place is offered) See below for the full definition.
 - iii. 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. See full definition below.
 - iv. The remaining places will be offered to students with the nearest distance measurement on the

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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 as "a 'straight line' distance measurement from the AddressBase Premium address point of your child's house to the address point of the school. Distances are measured using a computerised mapping system to two decimal places. 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. If two distances are the same the UTC will accept both applications.

Multiple Births

The governing body, as the UTC's admission authority, will admit over the school's published admission number if necessary to admit all children in a multiple birth if one multiple birth child is allocated the last available place.

Fair Access Protocol (FAP)

The Watford UTC will admit over PAN if necessary to accommodate a children under the FAP.

Operation of Waiting Lists

11. The Watford UTC will operate a waiting list. Where in any year the UTC receives more applications for places (in either year 7, 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.
12. A student's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 11. A student's position on the list can change (up or down) according to whether other students join or leave the list.
13. Students awarded a place on appeal will be 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

14. 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 5 or above (or equivalence)
- Grade 5 in English and Maths (or equivalence)
- Grade 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 x 4 grades at GCSE (or Merit grades at BTEC) – or equivalence
- Grade 4 in English and Maths – or equivalence

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15. 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.
16. 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.
17. If there are more external applicants who satisfy the published minimum entry requirements than places available, the Oversubscription Criteria in paragraph 10 will apply.

Appeals

18. 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.
19. 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

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

In-Year Admissions Procedures

21. 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 is available on the school website or by contacting the Admissions department at the UTC to request an application form.
22. If a vacancy is available in the relevant year group a place will be offered. Where no vacancy exists, parents will be advised of their right to appeal.
23. The academy operates a continuing interest list for every year group. This list will be maintained until the end of the academic year. Parents must make a new application to retain their continuing interest for the next academic year.

In-Year Admission Criteria

When a vacancy arises the academy will offer the school place according to the Oversubscription Criteria in paragraph 11.

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 Child Arrangement Order or special guardianship order

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

“Child Arrangement Order” – Under the provisions of the Children and Families Act 2014, which amended section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders which settle 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 Child Arrangement Order or special guardianship order will not benefit from the priority conferred by oversubscription criterion 1.

Highest priority will also be given to children who were previously looked after, including those looked after including those looked after outside England, but ceased to be so because they were adopted, or became subject to a child arrangement order or a special guardianship order.

“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 at 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

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spends the majority of school nights. A school night means Sunday night, Monday night, Tuesday night, Wednesday night and Thursday night. The school reserves the right to ask for reasonable proofs of address in order to verify that the address given is accurate.

Children Out of Year Group

The UTC's policy is for children to be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children. This is in line with DfE guidance which states that "in general, children should be educated in their normal age group".

If parents/carers believe their child(ren) should be educated in a different year group they should, at the time of application, submit supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort. DfE guidance makes clear that "it is reasonable for admission authorities to expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case".

The UTC governing body will decide whether an application will be accepted on the basis of the information submitted. The governing body will make decisions based upon the circumstances of each case including the view of parents, the relevant headteacher(s), the child's social, academic and emotional development and whether the child has been previously educated out of year group. There is no guarantee that an application will be accepted on this basis. If the application is not accepted this does not constitute a refusal of a place and there is no right to an independent statutory appeal. Similarly there is no right of appeal for a place in a specific year group at a school. The internal management and organisation of a school, including the placement of pupils in classes, is a matter for the Headteacher and senior leadership of individual schools.

Applications from children from overseas

All children of compulsory school age (5 to 16 years) in England have a right of access to education. However, where a child is in England for a short period only, for example less than half a term, it may be reasonable to refuse admission to a school.

An application for a school place will only be accepted for such children currently overseas if, for In Year applications, proof is provided that the child will be resident in Hertfordshire within two weeks. In Year allocations are made on the assumption that the child will accept the school place and be on roll within that timescale.

For the Secondary transfer process, applications will not normally be accepted from, nor places allocated to, an overseas address. The exception to this (for both In Year and transfer processes) is for children of UK service personnel and crown servants (and from military families who are residents of countries with a Memorandum of Understanding with the UK). In these cases we will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Hertfordshire County Council Unit postal address or quartering area address, for consideration of the application against oversubscription criteria.

Applications will also be considered, and places offered in advance for these families, if the application is accompanied by an official letter that declares a relocation date but does not provide a quartering or unit address because the family will be residing in private accommodation. In these cases, if the family does not already have a permanent private address in Hertfordshire, the military base or alternative "work" address in Hertfordshire will be used for allocation purposes. If the family already has an established alternative private address, that address will be used for admission purposes.

The UTC will also consider accepting applications from children whose family can evidence intent to return to and/or permanently reside in Hertfordshire prior to the start of the new academic year. These applications, if accepted, will be processed from the overseas address until sufficient evidence is received to show the child is

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permanently resident in Hertfordshire. Evidence must be submitted at the time of application.

Evidence submitted after the date for late applications cannot be taken into account before National Allocation Day. Decisions on these applications will be made by county council officers and communicated with parents within 6 weeks of the closing date for applications.

If an applicant owns a property in Hertfordshire but is not living in it, perhaps because they are working abroad at the time of application, the Hertfordshire address will **not** be accepted for the purposes of admission until the child is resident at that address.

Other children, than those mentioned above, from overseas do not generally have automatic right of entry to the UK. An application for a school place will not therefore be accepted until they are permanently resident in Hertfordshire. Proof of residency of a Hertfordshire address, for example a council tax bill or 12 month rental agreement is required.

*Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports), or have a UK passport describing them as a British citizen or British subject with the right of abode or are European Economic Area nationals normally have unrestricted entry to the UK.

Treatment of fraudulent applications

We will do as much as possible to prevent applications being made from fraudulent addresses, including referring cases to the Shared Anti-Fraud service for further investigation as necessary.

Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided. The UTC in conjunction with Hertfordshire County Council will take action in the following circumstances:

- When a child's application address does not match the address of that child at their current school;
- When a child lives at a different address to the applicant;
- When the applicant does not have parental responsibility;
- When a family move shortly after the closing date of applications when one or more of the following applies:
 - The family has moved to a property from which their application was less likely to be successful;
 - The family has returned to an existing property;
 - The family lived in rented accommodation for a short period of time (anything less than a year) over the application period;
 - Official/public records show an alternative address at the time of the application
- When a child starts at the allocated school and their address is different from the address used at the time of application.

Parents/carers will need to show that they have relinquished residency ties with their previous property and they, and their child(ren) are permanently residing at the address given on the application form.

WATFORD UTC IN YEAR APPLICATION FORM

Your Child's Details:

Does your child have a statement of educational needs?	Yes	No
<i>If Yes, please contact the SEN team of the local authority that maintains the statement, as a different statutory admissions process applies.</i>		

Is your child looked after, or previously looked after by a local authority (e.g. foster care)?	Yes	No
If Yes, which local authority?		

Surname:	First name(s)		
Date of Birth:	Gender:	Male	Female
Address:		Postcode:	

Your Details:

Mr/Mrs/Miss/Ms/other:	First name:	Surname:	
Your Address (<i>if different from child(s)</i>)			
			Postcode
If you are moving or have recently moved house, please provide a date of move:			
Proposed address (if moving):			
			Postcode
Home telephone:		Mobile telephone:	
Email address:			
Do you have parental responsibility of the child?		Yes	No
What is your relationship to the child? (e.g. mother, father)			
Are you a UK Service Personnel or other Crown Servant applying for a school as a result of a posting?		Yes	No
<i>If YES, please send us a copy of your proof of posting</i>			

Declaration

<p>I confirm that the information I have provided on this form is correct. I understand that you may request further evidence to verify the information provided. I understand that this information may be shared in accordance with fair processing. I have read the accompanying Guidance for Parents leaflet on completing the In-Year application form.</p> <p>If I provide incomplete or false information, the School Placement and Admissions Team may withdraw any offer of a school place.</p>	
Signed:	Date:

Please return this form to: Watford UTC Admissions Team, 18 Colonial Way, Watford, WD24 4PT

Tel: 01923 905240 admin@watfordutc.org

Year 10 Application Form

Thank you for your interest in the Watford UTC.

For in-year applications, please call 01923 905240

Student Details

Student Forename:

Student Surname:

Student Date of Birth:

Student Email Address:

Student Home Address:

Student Postcode:

Student Current School:

Student Current Year Group:

Subject Interest

Specialism Subject Interest:

BTEC IT BTEC Travel & Tourism and Events Management

Computing Option:

GCSE Computing Microsoft Office Certification

Additional Subject Interest:

Business Electronics Media Photography French Spanish

Parent/Carer Details

Parent/Carer Forename:

Parent/Carer Surname:

Parent/Carer Email Address:

Parent/Carer Mobile Number:

Parent/Carer Home Number:

Parent/Carer Home Address and Postcode:

Send

Year 12 Application Form

For in-year applications, please call 01923 905240

Student Details

Student Forename:

Student Surname:

Student Date of Birth:

Student Email Address:

Student Home Address:

Student Postcode:

Student Current School:

Student Current Year Group:

If you have already taken any GCSE's please enter your results

here:

Subject Interest

Specialism Subject Interest:

BTEC IT BTEC Travel & Tourism BTEC Business BTEC Media

A Level Subject Interest:

English Literature Maths Further Maths Computer Science Physics

Photography Spanish

Parent/Carer Details

Parent/Carer Forename:

Parent/Carer Surname:

Parent/Carer Email Address:

Parent/Carer Mobile Number:

Parent/Carer Home Number:

Parent/Carer Home Address and Postcode: