



PROCEDURE FOR ADMITTING PUPILS TO THE UTC

Future Plans

UTC Plymouth will enter into the REACH SOUTH Multi Academy Trust from the 1st September 2018. This will be confirmed by an Academy Order in early March 2018.

It is planned that from September 2019 if agreed, UTC Plymouth's normal point of entry for key stage four students will change from year 10 to year 9. The arrangements quoted in this document relate to the normal point of entry at Year 10 and year 12. If agreement is reached that the normal point of entry becomes Year 9 for 2019 entry, the admission oversubscription criteria, published admission number (PAN) and process quoted for Year 10 in this document will then apply to Year 9. Entry for Year 10 in 2019 will then be via the in-year admission arrangements as outlined in this document. We will publish information on our website once we know what the position is for 2019 entry.

Admission Number(s)

1. The UTC Plymouth Trust has the following agreed admission number for the UTC:

Year	2019 PAN
Year 10	150
Year 12	150

Note: The Y12 PAN is a minimum number of external places.

2. *At the time of determination, UTC Plymouth purchase admissions services from Plymouth City Council. If the school ceases this service, the function will be undertaken by the school or contracted to another provider.

Application Process

3. (i) Application process at the normal point of entry at Year 10. The admission arrangements outlined within this section apply to young people starting in Year 10 in 2019/2020. The published admission number (PAN) for this year group is 150. The close date for application is 31 October 2018. Allocation results will be notified on 1 March 2019. The school follows Plymouth City Council's co-ordinated secondary admissions scheme available at www.plymouth.gov.uk/schooladmissions.

All applicants must complete the Common Application Form available from, and returnable to their home local authority;

(ii) Application process for In-Year admissions (admissions outside the normal point of entry). The admission arrangements outlined within this section apply to in-year admissions for UTC Plymouth in the 2019/2020 academic year. An In-Year admission is any entry to school other than at the normal point, for example, transferring school due to a house move or for other personal reason. Plymouth residents should make their applications via Plymouth City Council* at www.plymouth.gov.uk/schooladmissions

Applicants must complete the in-year Application Form available from and returnable to Plymouth City Council*.

Over subscription Criteria

4. If there are fewer applicants than places available, all applicants will be admitted. Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of pupils with Education, Health and Care Plans where UTC Plymouth is the school, the criteria will be applied in the order in which they are set out below:
 - a) Looked after children and all previously looked after children. 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) at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
 - b) Remaining places will be allocated as follows: a. 30% of places allocated to applicants within Area 1 which will include all postcodes in PL1, PL2, PL3, PL4, PL5 and PL10
 - c) 30% of places allocated to applicants within Area 2 which will include all postcodes in PL6, PL7, PL8, PL9, PL11, PL12, PL21
 - d) 30% of places allocated to applicants within Area 3 which will include all postcodes in PL13, PL14, PL15, PL16, PL17, PL18, PL19, PL20,
 - e) Remaining 10% of places will be allocated to pupils living outside the areas listed in b to d above with those living closest to the spatial locator identified by the National Land and Property Gazetteer being admitted. The spatial locator is the address point based on a general internal point. Flats are therefore taken to be the same measurement point regardless of floor of location.
5. (a) If the number of applicants within any one area exceeds its allocated number of places, places will be allocated by random ballot using an electronic random number

selector to the applicants within that area. Allocation of these places will be carried out randomly and overseen by Plymouth City Council.

(b) In the event that places allocated to a particular group of post code areas are not filled, the balance of places will first be allocated for children resident in any of the remaining post code areas by random allocation.

(c) If there is the same number or fewer applicants than places available, then all applicants will be offered a place. Any unfilled places after all applicants in paragraph 4 have been admitted will be distributed to those applicants who live outside of the post code areas using random allocation.

(d) If we are unable to distinguish between applicants on the basis of distance under criterion 4 (because they are children who are as a result of multiple birth or live in the same block of flats) then the child or children who will be offered the available place(s) will be randomly selected.

(e) Unsuccessful applicants will have a right of appeal to an independent admission appeals panel.



Admission out of the normal age group:

Places will normally be offered in the year group according to the child's date of birth but a parent may submit an application for a year group other than the child's chronological year group. We will make a decision on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include taking account of the parent's 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. We will also take into account the views of the Principal. Parents must not assume that the decision of one school will transfer with the child to a different school as the decision rests with the individual admission authority. Where a place is refused in a different Year Group but a place is offered in the school, there will be no right of appeal.

Appeals

In the event that an applicant is denied a place at the school, the parent/carer will have the right of appeal to an independent appeal panel. Information relating to the appeal process can be obtained from Plymouth City Council's School Admissions Team*.

Fraudulent applications/withdrawal of allocated places

The School Admissions Code allows an offer of a school place to be withdrawn if:

- it has been offered in error or
- a parent has not responded within a reasonable period of time or
- it is established that the offer was obtained through a fraudulent or intentionally misleading application. An example of this would be knowingly using an incorrect home address for a child. In these cases the application would be considered using the information that the local authority believes to be correct, for example using the home address where the local authority considers that the child actually lives. All suspected fraudulent applications will be investigated and if a case is found, it could lead to criminal prosecution.

Home address

Any allegations received by the admission authority of people providing false or accommodation addresses when applying for school places shall be fully investigated and, if found to be true, the application will be reconsidered using the correct home address. This may lead to children having a lower priority for admission which may lead to the place being withdrawn. Schools have been advised by Plymouth City Council to ask parents/carers to provide proof of residence (for example utility bills) before admitting a child. Plymouth Local Authority (LA) will also carry out checks as appropriate. A child's home address is defined as the address at which the child is normally resident or, where a child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear, the Admission Authority will determine the appropriate address

taking into account factors such as the address to which the Child Benefit Allowance or Child Tax Credit is payable, registration for medical services etc.

Multiple births

Defined as the birth of more than one child from a single pregnancy. We understand that parents/carers would like to keep twins, triplets and other children of multiple birth together. Where children of multiple birth are tied for the final place, both/all will be admitted and we will exceed our PAN.

Response

Parents/carers must respond to an allocation of a school place within two weeks of the date of notification of availability of a school place or, in the case of an in-year admission, within two weeks of the date of notification of availability of a school place or within six school weeks of the original application for a school place whichever is the later. Response must be made to Plymouth City Council. In the absence of a response, the offer may be revoked and the place may be reallocated to someone else.

Waiting lists

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the school year. 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.

From the commencement of the September term in 2019, the in-year admissions scheme applies and the waiting list procedure will change in that parents/carers will be asked to confirm their wish for their child to remain on a waiting list in order that the list can be kept up to date.

Sixth form admissions policy

The admission arrangements within this document apply to admissions to UTC Plymouth Sixth Form in the 2019/2020 academic year.

Applicants apply direct to UTC Plymouth on the Sixth Form Application Form available from the website at www.utcplymouth.org.

Offers of places will be made on predicted grades and will sent out by UTC Plymouth.

In respect of the 2019/2020 year, the Year 12 admission number applying to external applicants is 150.

The School will admit any student with an Education Health and Care Plan which names the school.

All those seeking admission to Year 12 must achieve the academic entry requirements for the sixth form these are:

- For A Level; 5 or more A*-C GCSEs including English and Maths and at least a grade 6 or above in subject the applicant wishes to study.
- For level 3 Btec; 5 or more Grade 4 or above GCSEs including English and or Maths
- For Level 1 and 2 courses; no entry requirements.

Any applicants not already having attained GCSEs at grade 4 or above in English and Maths will be required to continue to study those subjects until they meet the required grades.

Any student refused the offer of a place in Year 12 has the right of appeal to an independent appeals panel.

Where the number applicants who have met the academic entry standards exceeds the admission number then admission will be determined in accordance with the priority of admission criteria in above.

CONTACTS

UTC Plymouth

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Devonport
Plymouth
PL1 4RL

Reception

01752 284250

Email: reception@utcplymouth.org

Website: www.utcplymouth.org

Plymouth School Admissions Team

Year 7 intake at the normal point of entry: 01752 307469

In-Year admissions: Telephone Secondary 01752 307467

The website at www.plymouth.gov.uk/schooladmissions has information about applying for an in-year place at the school, school appeals, and the Local In-Year Admissions scheme.

School Appeals

Telephone 01752 398164

Website: schoolappeals@plymouth.gov.uk

Inclusion, Attendance and Welfare Service

Telephone 01752 307405

Website: www.plymouth.gov.uk/schoolsandeducation/attendancebehaviourandwelfare

The Department for Education Schools (DFE)

Telephone: 0370 000 2288

Website: www.education.gov.uk

Office of the Schools Adjudicator

Website: www.education.gov.uk/schoolsadjudicator

Plymouth Information, Advice and Support for SEND

Telephone 01752 258933 or 0800 953 1131

Website: www.plymouthias.org.uk