

## SCARBOROUGH UTC ADMISSIONS POLICY

### Section 1: Description and overall approach

The Scarborough University Technical College (Scarborough UTC) is a government funded college for young people between the ages of 14-19 years old, and who have a particular interest in science, computing and engineering. At Scarborough UTC, academic, technical and advanced practical education are valued equally. As well as being taught in more familiar classes and groups, students will learn through challenging and relevant science and engineering research projects which model more closely the professional or industrial experience.

Scarborough UTC is designed to be accessible to students residing in the Borough of Scarborough, the District of Ryedale and the northerly edge of the East Riding of Yorkshire, who share an interest in pursuing at some stage in their lives, a career in the various fields of advanced applied science, engineering, manufacturing and cyber security.

Our Admissions Policy reflects these aspirations.

The Admissions Arrangements for entry to Year 10 and Year 12 of Scarborough UTC are presented separately below.

Scarborough UTC is committed to straightforward, open, fair and transparent admissions arrangements. The college will act fully in accordance with the School Admissions Code (as revised February 2012), the School Admissions Appeals Code and admissions law as they apply to Academies.

### Section 2: Application Process

Scarborough UTC will manage its own admissions for both Year 10 and Year 12 and applications should be made directly to the college.

Copies of the application form are available from the Admissions Team at Scarborough UTC or online at [www.scarboroughutc.co.uk](http://www.scarboroughutc.co.uk)

Applications must be made by 31<sup>st</sup> March 2019 if places are to be allocated according to the below process. Offers will be made by letter by 1<sup>st</sup> May 2019.

Inaccurate or false information on the application form could result in the place being withdrawn.

Scarborough UTC will operate in keeping with the local authority's Fair Access Protocol.

### Section 3: Published Admissions Number

#### Year 10

The Published Admissions Number (PAN) for entry into Year 10 in September 2019 is 150 pupils.

For entry into Year 10 in each admission year, all applicants will be admitted if fewer applications than the PAN are received.

## **Year 12**

The Published Admissions Number (PAN) for entry into Year 12 in September 2019 is 150 pupils.

### **Section 4: Special Educational Needs**

Children with a statement of Special Educational Need (SEN) or Education and Health Care Plan where Scarborough UTC is named on the statement/plan will be admitted to Scarborough UTC provided that the UTC can meet the specific needs of the learner.

### **Section 5: Oversubscription Criteria – Year 10**

Where Scarborough UTC receives more applications than it has places available in Year 10 (PAN), the criteria listed below will apply, after the admission of children with a statement of Special Educational Needs or an Education, Health and Care plan which names Scarborough UTC. The oversubscription criteria will be:

#### **Priority 1**

Looked-after children or children who were previously Looked-after.  
Looked-after children and previously Looked-after children are those who have been adopted, or have become subject to a child arrangements order or special guardianship order. A Looked-after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in their exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

#### **Priority 2**

Children with brothers or sisters who currently attend Scarborough UTC and are living at the same address. For these purposes, brothers and sisters must be living at the same address as your child. Siblings refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister. The definition does not include cousins or other family members sharing a house.

#### **Priority 3**

The overall 'catchment area' for Scarborough UTC includes homes in the Borough of Scarborough, District of Ryedale and the East Riding of Yorkshire which are located within the Postcode Areas identified in the table below (also see map at Appendix 1). The percentage split between each 'sub-catchment' area will be kept under review in line with changing demographics.

### **Section 6: Admissions outside of normal year group**

Consideration will be given to learners who wish to be enrolled on to a year group which is either a year advanced or a year behind their normal year.

The consideration will be based on the following criteria:

- the original point in his/her college history at which the pupil began to be taught outside 'normal' year group and the reasons for this
- the progress made by the pupil since then

- the current attainment level of the student in terms of such fitting within the normal range expected of the Year group in order to access the curriculum (subject to reasonable adjustments)
- discussion with parent regarding the above and their reasons for maintaining that their child be now admitted to a Year group outside the 'normal' expectation for Sept 2019

If on the basis of the above the Principal considers it **is** in the best interest of the child for him/her to be admitted to the Year Group requested, then the application would be considered alongside and with the same priority as had it been made for the 'normal' age-related Year group. i.e. it goes in the pile to be dealt with on the same basis as anyone else's.

If the Principal determines that it **is not** in the best interests of the child, he would inform the parent in writing (within a certain timescale - within the application process schedule). The parent will then be given 10 days to advise the Admissions Authority (in this case the AA for the UTC) that they wish to submit an appeal. They would then be provided with guidance and timescale for submitting the grounds for their appeal, laying out their case for the Independent Appeals Panel to overrule the Principal's decision.

**For September 2019, the 'sub-catchment' split for entry into Year 10 will be:**

Table 1

Sub-Catchment Area	% of Places	Number of Places*
Scarborough & Whitby as defined by Postcode Areas: YO11,12,13,14,21 & 22	55%	82
Ryedale including Malton and Pickering as defined by Postcode Areas: YO17,18	17%	26
East Riding of Yorkshire, Bridlington and Driffield as defined by Postcode Areas: YO15,16,25	28%	42
Total	100%	150

\* Number of places overall including allocations made under Priorities 1 and 2

When Year 10 is over-subscribed as a whole, a random allocation (lottery) process will be applied in any sub-catchment area that is over-subscribed, and these lotteries will determine the allocation of places within each over-subscribed area under Priority 3. **(Note: the names of children allocated under Priorities 1 and 2 will not be required to be submitted to these lotteries as their places will already have been allocated.)**

In the situation where Year 10 is over-subscribed as a whole, but one or more of the sub-catchment areas is under-subscribed, then everyone within the undersubscribed sub-catchments will be admitted. After the application of random allocation in the oversubscribed catchments all unsuccessful applicants from over-subscribed sub-catchment areas will be placed in a further and final 'lottery' for allocation to those places remaining within the overall PAN for 2019 of 150 pupils. An example of how this will work is set out below.

All random allocation processes (lotteries) will be overseen by a panel which is independent of the college.

An example of how places will be allocated if the college is oversubscribed overall but undersubscribed from some catchments.

The PAN is 150

There are 208 applicants

There are 170 applicants from Scarborough, 28 From Ryedale and 10 from the East Riding.

82 applicants from Scarborough and 26 from Ryedale are offered a place after random allocation. The 10 applicants from East Riding are offered places without random allocation (because this sub-catchment is undersubscribed). So 128 places have now been allocated.

22 places remain to be allocated. The 88 applicants from Scarborough and the 2 applicants from Ryedale not offered a place after the first round of random allocation are subject to another round of random allocation as a result of which 22 of these 58 pupils are offered places.

#### **Priority 4**

Applications from outside of the overall catchment area as defined in the table above.

#### **Section 7: Applications for post-16 provision**

There are a variety of post-16 courses on offer at both Level 3 (GCE A Level or equivalent) and Level 2 (GCSE or equivalent). Each course of study will have specific minimum entry requirements. Full details of these will be published annually in the UTC's post-16 prospectus and applicants should contact Scarborough UTC for information. All programmes will include progression of learning in mathematics and the study of an engineering subject alongside further individual course choices, such as A level sciences and computing.

To be eligible for admission into Year 12 both internal and external pupils will firstly be expected to have met minimum general academic entry requirements of 5A\*-D GCSE grades (or equivalent), ideally including English Language and maths.

For programmes which contain a Level 3 component course (i.e. GCE A/AS level and Technical Level qualifications), in September 2019 the minimum general academic requirement is 5A\*-C GCSE grades (or equivalent) ideally including English Language and maths.

Minimum course requirements will be reviewed annually.

Where Scarborough UTC receives more applications than it has places available in Year 12, the criteria listed below will apply, after the admission of children with a statement of Special Educational Needs or an Education, Health and Care Plan (which names Scarborough UTC) and pupils continuing from Year 11 in the UTC. The oversubscription criteria will be:

### Priority 1

Looked-after children or children who were previously Looked-after.

Looked-after children and previously Looked-after children are those who have been adopted, or have become subject to a child arrangements order or special guardianship order. A Looked-after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in their exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

### Priority 2

Children with brothers or sisters who currently attend Scarborough UTC and are living at the same address. For these purposes, brothers and sisters must be living at the same address as your child. Siblings refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister. The definition does not include cousins or other family members sharing a house. For applications for entry in September 2017, there will be no priority applied to siblings of children already at the Scarborough UTC as this will be the first cohort.

### Priority 3

The overall 'catchment area' for Scarborough UTC includes homes in the Borough of Scarborough, District of Ryedale and the East Riding of Yorkshire which are located within the Postcode Areas identified in the table below (also see map at Appendix 1). The percentage split between each 'sub-catchment' area will be kept under review in line with changing demographics.

**For September 2019, the initial 'sub-catchment' split for allocation of places into Year 12 will be:**

Table 2

Sub-Catchment Area	% of Places	Number of Places*
Scarborough & Whitby as defined by Postcode Areas: YO11,12,13,14,21 & 22	55%	82
Ryedale including Malton and Pickering as defined by Postcode Areas: YO17,18	17%	26
East Riding of Yorkshire, Bridlington and Driffield as defined by Postcode Areas: YO15,16,25	28%	42
Total	100%	150

\* Number of places overall including allocations made under Priorities 1 and 2

When Year 12 is over-subscribed as a whole, a random allocation (lottery) process will be applied in any sub-catchment area that is over-subscribed, and these lotteries will determine the allocation of places within each over-subscribed area under Priority 3. **(Note: the names**

**of children allocated under Priorities 1 and 2 will not be required to be submitted to these lotteries as their places will already have been allocated.)**

In the situation where Year 12 is over-subscribed as a whole, but one or more of the sub-catchment areas is under-subscribed, then everyone within the undersubscribed sub-catchments will be admitted. After the application of random allocation in the oversubscribed catchments all unsuccessful applicants from over-subscribed sub-catchment areas will be placed in a further and final 'lottery' for allocation to those places remaining within the overall PAN for 2019 of 150 pupils. An example of how this will work is set out below.

All random allocation processes (lotteries) will be overseen by a panel which is independent of the college.

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22 places remain to be allocated. The 88 applicants from Scarborough and the 2 applicants from Ryedale not offered a place after the first round of random allocation are subject to another round of random allocation as a result of which 22 of these 58 pupils are offered places.

#### **Priority 4**

Applications from outside of the overall catchment area as defined in the table above.

#### **Section 8: Tie Break**

In the event of two or more applications that cannot otherwise be separated, Scarborough UTC will use a random allocation process as a tie-break. This process will be overseen by an independent panel of three people. One panel member will reside in each different sub-catchment area.

#### **Section 9: Waiting Lists**

If Scarborough UTC is oversubscribed, names of all unsuccessful applicants will be placed on a waiting list. Places will be offered to those on the waiting list when they become available. The list will be kept until 31<sup>st</sup> December of the admission year and will operate in accordance with the oversubscription criteria defined above. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone joins or leaves the list.

#### **Section 10: Late and in-year applications**

### **Late applications**

All applications received after the deadline will be considered late applications. Late applications will be considered after those received on time. If, following consideration of all applicants, Scarborough UTC is oversubscribed, parents may request that their child is placed on the Scarborough UTC waiting list.

### **In-Year Applications**

For in-year entry to both Year 10 and Year 12 for the college year 2019-20, parents should apply direct to Scarborough UTC (see Admissions Team contact on the Scarborough UTC website: [www.scarboroughutc.org](http://www.scarboroughutc.org)).

For in-year applications to Year 10 made before 1<sup>st</sup> January 2020, places will be allocated through the waiting list. From 1<sup>st</sup> January in the college year 2019-20, if a place becomes available in Year 10 then a place will be offered to those applying. When Scarborough UTC is oversubscribed, then the applications will be considered against the oversubscription criteria outlined above. Anyone refused a place will have the right to appeal to an independent appeal panel.

For in-year applications to Year 12 made before 1<sup>st</sup> January 2020, places will be allocated through the waiting list. From 1<sup>st</sup> January in the college year 2019-20, if a place becomes available in Year 12 then a place will be offered to those applying who meet the general entry requirements (as described in Section 6 above). When Scarborough UTC is oversubscribed, then the applications will be considered against the oversubscription criteria outlined above. Anyone refused a place will have the right to appeal to an independent appeal panel.

### **Section 11: Appeals**

Parents who are dissatisfied with the decision of Scarborough UTC not to admit their child(ren) may appeal to an Independent Appeals Panel against that decision. Students aged over 16 may also appeal. The determination of the panel will be made in accordance with the College Admission Appeals Code and will be binding on all parties.

Scarborough UTC will use the independent appeals service provided by the local authority (North Yorkshire County Council). Independent Appeals Panels are appointed in accordance with the College Admission Appeals Code. Appeals should be made, in writing, to CYPS, Admissions Team, Jesmond House, 31-133 Victoria Avenue, Harrogate, North Yorks, HG1 5QE, within 20 college days from the date of notification that the application was unsuccessful.

Admissions Policy for Scarborough UTC

Appendix 1 - Map of Sub-Catchment Postcode Areas to apply in the case of over-subscription for admission to Years 10 and 12.

See Section 5 -Table 1 and Section 6 - Table 2.

