

Scarborough UTC Admissions Policy

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Statement of intent

At Scarborough UTC, we welcome all students, irrespective of faiths, cultures, races, disabilities or family backgrounds.

We admit our students in-line with the Equality Act 2010, School Admissions Code 2014, the School Admission Appeals Code 2012, Human Rights Act 1998 and the School Standards and Framework Act 1998.

The purpose of this policy is to ensure that all school places are allocated and offered in an open and fair way.

The number of places available is determined by the capacity of the school, and is called the 'agreed admissions number'. Our published admissions number (PAN) is as shown in the table below.

Year group	Current PAN	Proposed PAN with Year 9
9		80
10	150	105
11	150	105
12	150	150
13	150	150
Total	600	590

The table below sets out the admission authority and other responsible bodies in our school.

Type of school	Who is the admission authority?	Who deals with complaints about arrangements?	Who is responsible for arranging/providing for an appeal against refusal of a place at a school?
Academy	Academy trust	Schools adjudicator	Academy trust

Signed by:

Principal: _____ Date: _____
Chair of Governing Board: _____ Date: _____

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE (2021) 'School Admissions Code'
- DfE (2012) 'School Admission Appeals Code'

This policy operates in conjunction with the following school policies:

- Equal Opportunities Policy: Pupils
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- SEN Information Report

2. Introductory Statement

- 2.1. Scarborough UTC is a University Technology College with specialisms in engineering, health and computer science. Scarborough UTC offers a fully integrated technical and academic curriculum for young people aged 14 – 19. In addition, it focuses on those courses and qualifications that will best prepare students for future pathways leading to further and higher education, apprenticeships, training and employment in Science, Technology, Engineering and Maths.
- 2.2. In applying for admission to Year 9, Year 10 or Year 12, parents and students should be aware of the specialised nature of the education offered by Scarborough UTC. Students will be expected to spend time working on projects, assignments and gaining work experience in a range of industry settings related to the UTC's specialisms. In order to prepare students for a life in industry, the school day is from 08:45am to 4:00pm Monday to Friday.
- 2.3. Scarborough UTC is committed to straightforward, open, fair and transparent admissions arrangements and will comply with the School Admissions Code and the School Admission Appeals Code (the Codes). In accordance with the Codes, Scarborough UTC will review its Admissions policy annually by 28th February and consult on any changes proposed.
- 2.4. Scarborough UTC is based in the borough of Scarborough and serves the borough of Scarborough and the wider sub-region, in particular the District of Ryedale and the northerly edge of the East Riding of Yorkshire. This admissions policy has therefore sought to ensure a fair balance between Scarborough and its neighbours and also to minimise the impact on any individual school.

3. The application process

- 3.1. Scarborough UTC will manage its own admissions arrangements for Year 9, Year 10 and Year 12. Applications should be made directly to Scarborough UTC.
- 3.2. Applicants should register their interest on the Scarborough UTC website in the first instance.
- 3.3. To receive an offer of acceptance before 31st March 2022, applications must be made by 31st January 2022.
- 3.4. Parents (Y9 and Y10) and students (Y12) will be expected to confirm acceptance of the place by 31st March 2022.
- 3.5. Applications after the 31st January will be notified after 31st March 2022.
- 3.6. Inaccurate or false information on the application form could result in the place being withdrawn.
- 3.7. Scarborough UTC will operate in keeping with the local Fair Access Protocol.

4. Adopting clear and fair admissions

4.1. Unacceptable admission criteria – our admission arrangements will not:

- Place any conditions on the consideration of any application other than those in the oversubscription criteria.
- Take into account any previous schools attended.
- Introduce any new selection by ability.
- Prioritise students whose parents rank the school higher than others.
- Give priority to children whose parents provide financial or practical support to the school.
- Give priority to children based on the occupational, marital, financial or educational status of their parents.
- Discriminate against those applying for a place outside their normal age group, where the admission authority has agreed to this practice.
- Name fee-paying schools as feeder schools.
- Include interviews for children or parents.

5. Admission arrangements

5.1. Drafting admission arrangements – Scarborough UTC will include:

- A clear, fair and objective set of admission arrangements and oversubscription criteria.
- A PAN for each relevant age group.
- Oversubscription criteria for each point of entry.
- Procedures to admit students with an Education, Health and Care (EHC) Plan which names the school.

- Procedures to give highest priority to looked after children (LAC) and previously looked after children (PLAC).
 - An explanation of the right of appeal to an independent appeals panel.
- 5.2. Scarborough UTC is its own admission authority. Our academy trust is responsible for consulting on and determining the admission arrangements in accordance with the School Admissions Code. Our trust will consider applications to the school rather than the LA. Our trust becomes responsible for organising admission appeals in compliance with the School Admission Appeals Code, not the LA.
- 5.3. **Determination and publication of admission arrangements**
- At a meeting of the trust, governors will view the admission arrangements and be asked to consider them and agree to them as final. They will agree to them by quorate according to the terms of their articles.
 - A decision will be minuted and, once made:
 - The trust board will publish a copy of the full proposed admission arrangements and the contact details of the individual responsible for admissions liaison on the college website. A copy of the proposed admission arrangements will be made available upon request.
 - Admission arrangements will be determined by 28 February in the determination year on an annual basis, even when no changes to the arrangements have been made.
 - The trust board will notify all appropriate bodies of the finalised admissions arrangements when they have been determined. A copy of the finalised admission arrangements will be sent to the LA for entry by 15 March in the determination year. Finalised admission arrangements will also be published on the school website by 15 March in the determination year, and will continue to display them for the whole offer year.

6. Considerations

6.1. Children outside their normal age group

- Admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

6.2. Children of UK service personnel

- For children of UK service professionals and crown servants, the following procedure will be adhered to:
 - A place will be allocated to the child in advance of the family arriving in the area named in the application form, where one is available.
 - The application must be accompanied with an official letter confirming the relocation date.

- The address at which the child will live will be used when considering the application against the oversubscription criteria – a Unit or quartering address must be used where this is requested by the child’s parent.
- The application will not be refused on the grounds of the child not currently living in the area or not currently having an intended address, nor will places be uniquely reserved.
- The arrangements for service children will be in line with the government’s commitment to removing disadvantage for service children.

6.3. **Children from overseas**

- Admission authorities must treat applications for children coming from overseas in accordance with European Union (EU) law or Home Office rules for non-European Economic Area (EEA) nationals.

6.4. **Excluded children**

- Admission authorities must not refuse to admit children in the normal admissions round on the basis of their poor behaviour elsewhere. Where a child has been permanently excluded from two or more schools, there is no need for an admissions authority to comply with parental preference for a period of two years from the last exclusion.

6.5. **Fair access**

- Children who have moved into our area, or who need to move school as a result of severe bullying or social issues, are covered by our Fair Access Protocol.
- Children under this protocol may be offered a place even if there are no places available in the relevant year group, and will take priority over other children on the waiting list.
- The list of children to be included in a Fair Access Protocol is agreed with the majority of schools in the area but **must**, as a minimum, include the following children of compulsory school age who have difficulty securing a school place. Children who will be considered will be:
 - Children from the criminal justice system or student referral units who need to be reintegrated into mainstream education.
 - Children who have been out of education for two months or more.
 - Children of Gypsies, Roma, Travellers, refugees and asylum seekers.
 - Children who are homeless.
 - Children with unsupportive family backgrounds for whom a place has not been sought.
 - Children who are carers.
 - Children with special educational needs, disabilities (SEND) or medical conditions (but without a statement or EHC Plan).

- The twice excluded rule does not apply to students who were below compulsory school age at the time of the exclusion, children who have been re-instated following a permanent exclusion (or would have been had it been practicable to do so), and children with SEN statements or EHC Plans.

6.6. In-year admissions

- The college will follow the same process for in-year admissions as for admissions at the start of the academic year.
- The trust board will publish in-year arrangements on the college website by 31 October 2021, detailing how applications will be dealt with between 1 November 2021 until 31 August 2022. These arrangements will set out how parents can apply for a college place.
- In subsequent years, the trust board will publish in-year arrangements on the college website by 31 August each year, detailing how applications will be dealt with between 1 September until the following 31 August. These arrangements will set out how parents can apply for a college place.
- Where the college has places available in-year, it will offer a place to every child who has applied for one without condition or use of oversubscription criteria, unless to do so would be to prejudice the efficient provision of education or use of resources.
- The published in-year admissions arrangements will also provide a suitable application form for parents to complete, including a supplementary information form, where necessary, and set out when parents will be notified of the outcome of their application and details about the right to appeal.
- The college will consider all such applications and if the year group applied for has space available, then a place will be offered. If a place is not available, then the child's parent can ask for their child's name to be added to the appropriate waiting list. As with admissions at the start of the academic year, parents whose applications are turned down are entitled to appeal through the process outlined below.
- The trust board will notify all parents within 15 school days of receipt of an in-year application of the outcome of this application. The college will notify the LA of every application and its outcome within two school days or as soon as is reasonably practicable beyond this.
- Where an offer is accepted, the college will make arrangements for the pupil to start as soon as possible.

6.7. Withdrawing an offer

- An offer will only be withdrawn if it has been made in error, a parent has not responded within 20 working days, or if the offer was made via a fraudulent or misleading application. Where an offer has not been responded to within the designated time frame, the trust board will give the parent a further opportunity to respond and will explain that the offer will be withdrawn if they do not. If any application is found to be fraudulent after a child has started at the college in the first term of the new academic year, the college may withdraw the place. If the fraudulent application is found after this time, the pupil will not be removed.

7. Oversubscription criteria

7.1. If the number of applicants to Scarborough UTC for Year 9 and/or Year 10 entry is at or below the PAN all applicants will be admitted.

7.2. If there are more applicants than places, the following criteria will apply:

LAC and previously LAC, including those who have been in state care outside of England and ceased to be in state care as a result of being adopted.

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.

Thereafter:

Sub-Catchment Area	% of Places	Year 9 Number of Places*
Scarborough & Whitby as defined by Postcode Areas: YO11,12,13,14,21 & 22	55%	44
Ryedale including Malton and Pickering as defined by Postcode Areas: YO17,18	17%	14
East Riding of Yorkshire, Bridlington and Driffield as defined by Postcode Areas: YO15,16,25	28%	22
Total	100%	80

- 7.3. If 55% of places are not required by students living in the Scarborough and Whitby local authority areas, additional places will be allocated to students living outside the Scarborough and Whitby local authority areas until the PAN is met.
- 7.4. In the event of a tie break between two or more applicants that cannot otherwise be separated, random allocation will be used. This will be independently verified.
- 7.5. In the case of children of multiple births where there is only one place available, both will be considered together as one application. If necessary, Scarborough UTC will admit above its PAN to allow applicants from multiple birth siblings.
- 7.6. If a child's SEN statement or EHC Plan names Scarborough UTC, they must be admitted.
- 7.7. Criteria must be clear, reasonable, objective, procedurally fair and comply with all relevant legislation. It must not disadvantage a child from a particular social or racial group, or a child with a SEND.
- 7.8. Scarborough UTC's oversubscription criteria include:
 - Distance from school.
 - Siblings at the school.
 - Supplementary application form.
 - Any catchment area.
 - Waiting list arrangements.
 - An effective, clear and fair tie-breaker to decide between two applications that cannot otherwise be separated.

8. Admission to Post-16 Provision

- 8.1. Scarborough UTC will operate post-16 provision for a total of 300 students (150 in each of Years 12 and 13).
- 8.2. To be eligible for entry into Year 12 students will be expected to have met the following minimum entry requirements for post-16 courses and qualifications:
 - 5+ GCSE with grades 4 to 9 including English and Mathematics (or equivalent grades for BTECs);
 - the individual entry grades for each subject as specified in the prospectus.
- 8.3. Scarborough UTC Year 11 students who fulfil the entry requirements will be guaranteed a place in Y12.
- 8.4. Students who have not achieved a grade 4 or higher in GCSE English and/or mathematics must continue to study these subjects.
- 8.5. If there are more external applicants who meet the entry criteria than places available, places will be prioritised according to the over-subscription criteria listed in Section 7.

9. Admission appeals

- 9.1. Parents have the right to appeal an admission authority's decision. An independent appeals panel must hear the appeal and our school must act according to the panel's decision.
- 9.2. Details for appeal are available from the school, including the date by which an appeal must be submitted. Parents **must** be informed that, if they wish to appeal, they **must** set out their grounds for appeal in writing. Admission authorities **must not** limit the grounds on which appeals can be made.
- 9.3. Where a maintained school or academy is to be closed, the LA **must** collaborate with all schools in the area to consider the best way to secure provision for children in other local schools.
- 9.4. Scarborough UTC is required to offer all students refused admission the right to an appeal in front of an independent appeals panel. We are responsible for setting up the appeal and must do so in accordance with the School Admission Appeals Code. The panel must be independent of the school.
- 9.5. Any person or body who considers our arrangements unlawful, or not in compliance with the Code or relevant law relating to admissions, can make an objection to the schools adjudicator. The schools adjudicator must consider whether the referred arrangements comply with the Code and with the law relating to admissions.
- 9.6. Objections to admission arrangements for entry in September 2022 must be referred to the schools adjudicator by 30 June 2021. For all subsequent years, objections must be referred to the schools adjudicator by 15 May in the determination year.

10. Pupil registration regulations

- 10.1. Scarborough UTC promotes good attendance, aims to reduce absence and acts early to address patterns of absence.
- 10.2. The 'Pupil Registration Regulations 2006' make it compulsory for schools and academies to keep and maintain an admissions register and an attendance register for every student.
- 10.3. Our admissions register contains an index in a clearly identified order and the following fields:
 - The student's full name
 - The student's gender
 - The name and address of every person known to be a parent of the student
 - The emergency contact number for at least one parent
 - The day, month and year of the student's birth
 - The day, month and year of the student's admission or re-admission to the school
 - The name and address of any previous school that the student has attended

10.4. The attendance register will specify, both in the morning and afternoon sessions, whether each student recorded on the register is:

- Present
- Absent
- Attending an approved educational activity
- Unable to attend due to exceptional circumstances i.e. bereavement or sickness.

10.5. We ensure any information recorded in the registers is legible and recorded in ink or electronically. Subsequent corrections made to either register are clearly distinguishable from the original entries.

10.6. **Children at risk of missing education:** Scarborough UTC must inform the LA of any student who will be deleted from the admission register, and must have LA agreement before a decision is made.

11. Terms and conditions

11.1. Copies of our college's terms and conditions are made available to parents during the admissions process.

12. Monitoring and review

12.1. This policy will be reviewed by the governing board on an annual basis.

12.2. The next scheduled review date is September 2022.

12.3. Any changes must be consulted on and where no changes are made, consultation is required at least every seven years.