

South Bank Engineering UTC

Admissions Policy

1 Introduction

South Bank Engineering UTC is committed to straightforward, open, fair and transparent Admissions arrangements and the UTC will act in accordance with the School Admissions Code, the School Admission Appeals Code, equalities law and the law on admissions as they apply in relation to academies.

2 Application Process

South Bank Engineering UTC will administer its own admissions for entry in September 2018. Applications should be made directly to the UTC.

Copies of the application form are available from the Admissions Team at South Bank Engineering UTC, 56 Brixton Hill, London SW2 1QS Email: info@southbank-utc.co.uk, Website: www.southbank-utc.co.uk

Applications for entry in 2018 should be made directly to, and will be administered by the UTC, by 31/12/2017. Offers of places will be made by letter no later than 01/03/2018.

From 2018 onwards, South Bank Engineering UTC may consider becoming part of the local authority's co-ordinated admissions arrangements. This requires parents to complete a Common Application Form (CAF) which is provided by the local authority in which the applicant lives.

Copies of the Lambeth form are available from the Admissions Team at 6th Floor, International House, Canterbury Crescent, London, SW9 7QE or online at: www.lambeth.gov.uk. Full details of the application process will be available in the local authority brochure.

Inaccurate or false information on the form could result in the place being withdrawn. We will operate in keeping with the local authority's Fair Access Protocol.

Post-16 Application Process

Applications for post 16 places at the South Bank Engineering UTC will be made directly to, and be administered by the UTC.

3 Planned Admission Number (PAN) and number of places available

South Bank Academies Trust will consider all applications for places at the South Bank Engineering UTC.

As a transitional measure while the UTC builds to full capacity, the total number of places available to students will be as follows:

	Year 10	Year 11	Year 12	Year 13
2016	70		80	
2017	120	70	120	80
2018	150	120	150	120
2019	150	150	150	150

As the UTC builds to full capacity, we intend to vary our PANs (consulting in accordance with the Admissions Code where those numbers reduce) as follows:

For Year 10:

- 120 in 2017
- 150 in 2018

For Year 12:

- 120 in 2017
- 80 in 2018

4 Special Educational Needs

Children with statements of special educational needs or Educational Health & Care Plans will be allocated a place if their statement or plan names South Bank Engineering UTC.

5 Oversubscription Criteria

If the number of applicants is the same or fewer than the number of places available, then all applicants will be offered a place.

5.1 Applied criteria

Where South Bank Engineering UTC receives more applications than it has places available, the criteria listed below will apply, after the admission of children with a statement of special educational needs or Education Health & Care Plan which names South Bank Engineering UTC. The oversubscription criteria will be applied in sequence:

- a. Looked-after children and children who were previously Looked-after

- b. 40% of the PAN (after Looked-after children and those with statements/EHCPs for SEN have been admitted) will be allocated to applicants whose home address is within a 3km radius around the UTC (postcode SW2 1QS) – this is Priority Admissions Area 1, the orange circle on the map in Appendix 1;
- c. A further 50% of the PAN will be allocated to applicants whose home address is within 3 and 10km of the UTC (postcode SW2 1QS) – this is Priority Admissions Area 2, the light green circle on the map in Appendix 1;
- d. The remaining places will be allocated to pupils living outside Priority Admissions Areas 1 and 2.

5.2 Additional qualifiers to the Applied Criteria

- a. If applications from Priority Admissions Area 1 amount to less than 40% of PAN, additional places will be allocated to Priority Admissions Area 2 until we have offered 90% of PAN to pupils from Priority Admissions Areas 1 and 2. Likewise, if applications from Priority Admissions Area 2 amount to less than 50% of PAN, additional places will be allocated to Priority Admissions Area 1 until we have offered 90% of PAN to pupils from Priority Admissions Areas 1 and 2.
- b. If the number of applicants within any one Priority Admissions Area exceeds the percentage in 5.1a or b above, places will be allocated to applicants using independently verified electronic random allocation. South Bank Engineering UTC will ensure that someone independent of the UTC supervises the random allocation processes. Random allocation will also be applied as a tie-break in criterion 'd'

5.3 Notes

- a. 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). Previously Looked-after children are those who have been adopted, or have become subject to a child arrangements order or special guardianship order.
- b. A child's home address is defined as the address at which the child is normally resident. Where a child lives at more than one address, the address will be where the child lives for the majority of the time. Where the child lives at more than one address and spends equal time at both, the home address will be counted as that at which the child is registered with their GP.
- c. Applications from twins/triplets will be treated as a joint single application: all twins/triplets would be offered a place if one application is successful. Siblings applying to different year groups will be treated as individual applicants. Children are also siblings if they are step-siblings, adopted or foster brothers or sisters living in the same family unit at the time when the child is due to start in the school

5.4 Appeals

Unsuccessful applicants will have a right of appeal to an independent admission appeals panel. See section 8 below for more detail.

6 Post 16 admission criteria

The South Bank Engineering UTC will apply a minimum criterion in relation to academic entrance requirements for admission or transfer to South Bank Engineering UTC Year 12 (sixth form).

In order to gain entry to Year 12, both internal students and external applicants must have passed the equivalent of 5 GCSEs grade A*- C (9-4) including English and Maths. To be admitted onto an A level programme you will normally be required to achieve at least the equivalent of a 6 grade in any chosen subject. Those meeting the entry requirements for the sixth form but who fail to meet the academic standards for their chosen subjects or pathway will be offered alternative courses for which they have met the entry requirements, if any alternatives are available. The South Bank Engineering UTC Prospectus will contain minimum entry requirements for each pathway and course.

Students progressing from South Bank Engineering UTC's Year 11 who meet the entry criteria can automatically transfer to Year 12 and would not need to formally apply. The UTC will admit additional external applicants (i.e. above PAN) to Year 12 where Year 12 is not filled by students progressing from Year 11.

When Year 12 is undersubscribed all external applicants meeting the minimum academic entry requirements (above) will be admitted.

When there are more applicants that satisfy the minimum academic entrance requirements than the number of post-16 places available and after the admission of pupils with statements of Special Educational Needs or Educational Health and Care Plan where South Bank Engineering UTC is named on the statement or plan, the oversubscription criteria will be applied in the order in which they are set out in 5.1 and 5.2 above.

Applications for entry in September 2018 must be sent to the UTC to arrive by 31/01/2018. Applications received after this deadline will be offered a place only if they both meet the academic entry criteria and if space is still available or if space subsequently becomes available at a later stage in the admissions and enrolment process.

There will be a right of appeal to an Independent Appeals Panel for external applicants refused admission and internal students refused progression to the 6th form (child and/or parent) but where both appeal, the appeal will be heard together.

7 Operation of waiting lists

South Bank Engineering UTC will operate a waiting list in each academic year. This will be maintained by South Bank Engineering UTC and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application (or for a student to do so if they are aged 16 or over)

An applicant's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in Section 5, or for post-16 places Sections 5 and 6, above. Where a place becomes vacant it will be allocated to applicants on the waiting list in accordance with the oversubscription criteria. Where a new unsuccessful applicant is added to the Year 10 waiting list, all applicants on the waiting list will be reordered in accordance with the oversubscription criteria in paragraph 5.1.

Looked after children, previously looked after children and those allocated a place at the school in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

8 The Appeals Process

There will be a right of appeal to an Independent Appeals Panel for internal pupils refused transfer and external applicants refused admission.

Unsuccessful applicants may appeal for a place at South Bank Engineering UTC. Parents or (for post 16 admission) young people wishing to appeal should write to South Bank Engineering UTC stating the reasons for their appeal. The letter should be addressed to the Clerk to the Governors, South Bank Engineering UTC, 56 Brixton Hill, London SW2 1QS Appeals will be heard by a panel which is independent of the South Bank Engineering UTC and its governors.

For Year 12 where the offer of a place is conditional upon the results of the minimum academic entry requirements depending on what they are progressing to (as per Section 6), appeals will be heard within 40 school days of confirmation of those results.

As the Year 10 entry is following secondary timelines then the UTC will follow the timetable in Section 2, i.e. deadline for lodging appeals will allow appellants at least 40 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal.

9 Applications for places outside normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be

considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- 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.

The UTC will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a Year 11 child for a Year 10 place will, for example, be considered alongside applications for Year 10.

Monitoring and Evaluation

The Board of Governors and Principal will monitor the operation and effectiveness of the UTC's Admissions Policy.

Date created: 18th April 2016
Date agreed: 20th April 2016
Date of review: 31st Aug 2017

Appendix 1

UTC Priority Admissions Areas Map

The catchment area outlined below is arranged in concentric circles, measured using a digital mapping system that will measure the straight line distance between applicant's home address and South Bank Engineering UTC's main entrance gate post code with the post code SW2 1QS:

- Orange area: priority admissions area 1 – 3km circle from the UTC (postcode SW2 1QS) – 40% of places.
- Light green area: priority admissions area 2 – 3 to 10km circle from the UTC – 50% of places
- Dark green area: all remaining places (10% of PAN)

