

Thomas Telford University Technical College

Admissions Policy for September 2024

Author	Avtar Gill	Version	4.1
Governor Approved Date	12.12.2022	Previous Review Date	16.11.2022
Comments	This version was re-determined and approved by governors from version 4.0 following consultation.		
Monitoring, Evaluation and Review	The Governing Body will determine admissions arrangements every year.		

Thomas Telford UTC is committed to an open and inclusive environment. This is reflected within our admissions arrangements.

Applications for entry into Year 7 are made direct to the home local authority as part of the co-ordinated scheme. This UTC will comply with the provisions within the Schools Admissions Code and the School Appeals Code available at <https://www.gov.uk/guidance/academy-admissions> The UTC will also comply with the requirements of the schools admissions code with regards to fair access.

The UTC seeks to attract students who:

- Wish to pursue an education with an emphasis on science, technology, engineering, art and mathematics (STEAM).
- Are inspired to work with companies specialising in construction, design and innovation.

Thomas Telford UTC offers:

- A broad and balanced curriculum.
- Opportunities for students to innovate, design and build.
- Strong emphasis on STEAM subjects.
- Targeted careers guidance.
- First class employer engagement.
- Work related learning.
- Superb IT facilities.
- Strong partnership with the University of Wolverhampton.

Age students are admitted at

- 11 years of age for Key Stage 3 (KS3)
- 16 years of age for Post 16 courses (KS5)

The Published Admission Number (PAN)

- The Pupil Admission Number (PAN) for Year 7 is 150
- The Pupil Admission Number (PAN) for Year 12 is 150

Thomas Telford UTC will consider all applications for places. Where fewer than 150 applications are received, the UTC will offer places to all those who have applied.

Procedures for Admission

Year 7 Admissions

As part of the National Co-ordinated Admissions Arrangements across all Admissions Authorities, parents are required to complete an online application form provided by their home local authority. This form must be completed and submitted by 31 October 2023. Please note that Thomas Telford UTC must be named as one of the five preferences if you wish to be considered for a place.

The City of Wolverhampton Council will liaise with other neighbouring local authorities in line with the National Co-ordinated Admissions arrangement during the process. Parents/carers need to be aware that the naming of Thomas Telford UTC and the ranking on the local authority's online form are taken into consideration by the local authorities and, as a consequence, by the UTC. If Thomas Telford UTC is not named on the local authority online form, a place will not be offered.

Those who are offered a place at the UTC will be informed on Friday 1 March 2024 by the applicant's home local authority.

Those not offered admission will be informed on Friday 1 March 2024 and will have been offered a place at an alternative school by the home local authority.

If there are more than 150 applicants into Year 7 they will be tested using a NFER (National Foundation of Education Research) Non-Verbal Reasoning Test (NVR) and placed into five ability bands with the same number of places in each band. Bands will be ordered 1 to 5 with 5 being the highest. All children will be placed in one of the bands and an equal number of children will be taken from each. No child can fail this test and therefore any requests to re-sit the assessment will be refused.

If the number of applicants sitting the NVR test is not a multiple of 5 then those extra 1, 2, 3 or 4 children will go into bands 1, 2, 3 or 4 respectively. If students achieve the same score on the border of two bands they will all go into the lower band. These are the only circumstances where the bands may be of unequal size.

A date and time will be set for the prospective student to attend the NVR test. If you have not received notification of the test by **20 November 2023**, please contact UTC Admissions.

There will also be a 'Mop Up' testing date at a time to be arranged for any student who, for any reason, did not attend their first date and who requests a further date within that time scale. Any student not sitting the test at all will be considered for a place but only after all students who did attend testing have been considered. If places become available for students who have not taken the test, those applicants will be required to attend a further testing session to establish their band of ability to determine the allocation of places. The test results will be used to ensure that the UTC admits children of all abilities.

Oversubscription Criterion

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria in the order in which they are set out below.

Within each Band, priority for places will be allocated to:

A child with an Educational Health and Care Plan (EHCP) which names the school will be admitted. This may reduce the number of places available from each band.

Remaining places are allocated as detailed below

- i. Children in Public Care (Looked after Children) or a child who was previously looked after but immediately after being looked after became subject of an adoption, child arrangements, 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 the exercise of their social services functions. Looked after children previously in state care outside of England and have ceased to be in care as a result of being adopted are also included in this group.
- ii. Thereafter the remainder of the 30 places in each band will be allocated to **Children who live closest to Thomas Telford UTC**. The distance from the applicant's home and the UTC is taken in a straight line between Thomas Telford UTC and the child's home address. The distance is measured using appropriate software, with those living closest to the school receiving the highest priority. Maintaining an equal allocation of places in the five ability bands will always be the determining factor when applying the oversubscription criteria.

If there are a limited number of spaces available and we cannot distinguish between applicants using the above criteria, for example children who live an equal distance from the UTC then the available spaces will be randomly selected by drawing lots.

The applicant's home address is where the applicant lives as the only or principal residence. If the applicant resides equally between both parents, the principal home address will be considered as being the address at which the applicant is registered whilst attending the current school and the address of the parent who is in receipt of any benefits for the applicant, or where this is not applicable the address at which the child is registered with their GP.

Preference is not given in favour of siblings or those with medical conditions.

Operation of Waiting List

If the UTC is oversubscribed, unsuccessful applicants will be placed on the Waiting List (if requested). If places arise, those on the Waiting List will be offered a place using the UTC's Admissions Criteria outlined previously. If places within one band are exhausted then places will be allocated from the band above. If places are exhausted in band 1 then we would allocate from band 2. The waiting list will be retained until the end of the academic year. If applicants wish to remain on a waiting list into the next academic year they would need to re-apply.

Admission to Year 10

From the academic year 2023/24 Year 10 ceases to be a point of entry.

Admission to Post 16 Provision

If fewer than 150 of Thomas Telford UTC's own Year 11 students transfer into Year 12, additional external students shall be admitted until Year 12 meets its capacity of 150.

We will accept applications for Year 12 to the UTC at any time during the previous academic year up to 31st March. The UTC will conduct its own admissions arrangements for applications into Year 12. Full details of the UTC's application process and web links to the Code and Protocols are available on the UTC's website.

The minimum academic entrance requirement for Year 12 are as follows:

Students wishing to follow level 3 courses and qualifications must achieve at least 5 grade 4-9 qualifications at GCSE, including English Language and Mathematics.

Students wishing to follow level 2 courses and qualifications must achieve at least 5 grade 1-9 qualifications at GCSE including English Language and Mathematics.

Students who are awarded a place at the UTC may have to achieve specific requirements in addition to their general entry requirements above to follow particular courses (for example, students will need a grade 6 in Mathematics GCSE to follow A Level Mathematics). The UTC will aim to find appropriate courses for students who meet the general entry requirements above but who do not meet the requirements for their first choice of subjects.

The UTC will publish these criteria in relation to minimum academic entrance requirements for admission to the UTC's Post-16 provision in its prospectus and on its website. Both internal and external students wishing to enter the Post 16 stage at the UTC must meet these minimum published UTC academic entry requirements.

All students meeting the minimum academic entry requirements whose statement of SEN or EHCP names the UTC will be admitted.

In-Year Applications

An In-year admission is any entry to school other than at the normal point in Year 7, for example, transferring school due to a move of house or personal reasons. Requests for places in Year 7 after the normal round of admissions or request for places in other year groups should be made directly to Thomas Telford UTC, the form can be requested from the school or found on the website www.thomastelfordutc.com/page/admissions/y7

In-year applications will only be considered if places become available. In the first instance these will go to those on the waiting list using the over subscription criteria above. Otherwise all applications will be considered and applicants will be required to sit the NVR test to ascertain their ability band.

Applications should be made via the in-year transfer form, available from the school or found on the website www.thomastelfordutc.com/page/admissions/y7

Admission of children outside their normal age group

Parents/carers may request that their child is admitted outside their normal age group. When such a request is made, the trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Principal and any supporting evidence provided by the parent/carer.

Such applications should be made via Thomas Telford UTC, admissions@thomastelfordutc.com

In year applicants and out of year applicants who have been unsuccessful have the right of appeal (see below).

The Appeals Process

The UTC will establish and maintain an Independent Appeals Panel and appoint an Independent Clerk. There will be a right of appeal to the Appeals Panel for all external applicants refused admission to the UTC and internal students refused transfer to the UTC's Post 16 provision, compliant with the School Admission Appeals Code. The Appeals Panel will be independent of the UTC and will be composed of three members, including: at least one lay member who has no personal experience in the management of any school or provision of education in any school (except as a governor or volunteer), at least one person with experience in education. One person will act as Chair of the Panel.

Parents/carers wishing to appeal against an admission decision should send their appeal to the Clerk of the Appeal Panel, whose address is available on the UTC's website. Parents/carers will have 20 school days to lodge an appeal after notification of a place not being offered at the UTC. The notification will indicate the reasons for refusal of a place and of the right of appeal. Appeals will be heard within 40 school days of the deadline for lodging appeals. This will be 30 days from the appeal being lodged for in-year admissions. Parents/carers will be given 10 school days' notice of the appeal hearing, unless they agree to a shorter period of notice. The Panel will consider the case put forward by the parents/carers and the UTC. They will consider the admission arrangements for the UTC and the reason why the child wants to attend the UTC. The Clerk to the Appeal Panel will, if possible, inform parents/carers of the Appeal Panel's decision on the day of the hearing. The decision will also be sent to the parents/carers in writing within 5 school days of the date of the hearing. In the case of unsuccessful appeals, the Appeal Panel will give the parents/carers their reasons for not upholding the appeal.

Further Admissions Information

Thomas Telford UTC is committed to fair and equal treatment of all individuals regardless of disability. The UTC will welcome applications from children with disabilities and has been designed and built to have provision and accessibility for people with disabilities so that they may be integrated fully into UTC life.

Residency of applicants must be established and proved at the time of application for a place. The UTC's ruling on residence, as defined by the Funding Agreement is final. Any offer of a place that is fraudulently obtained will be withdrawn.

Thomas Telford UTC Year 7 Application Timeline

2023

14 Sep & 21 Sep & 3 Oct	Information Evenings at the UTC (Dates subject to change)
31 Oct	Closing date for application forms to be submitted
25/26 Nov	Non-verbal Reasoning Testing (notification and date/time of test should be received by 22 November – if not contact the UTC)

2024

1 Mar	Allocation day
15 Mar	Deadline for return of Acceptance Form and Waiting List
31 Mar	Deadline to lodge an appeal