



UTC SHEFFIELD ADMISSIONS POLICY

Overall Approach

UTC Sheffield will follow the statutory school admissions and appeal codes. These proposals are based on the current code but will be reviewed in the light of any future changes in the law.

In developing our admissions policy, we have struck a fair balance between Sheffield and its neighbours, and also minimised the impact on any individual school. We have also ensured that no individual will be advantaged in gaining admission to the UTC by virtue of where they live.

Admission Numbers

UTC Sheffield will admit the following numbers of students for the year 2013/2014 and for subsequent years:

120 places for Year 10

180 places for Year 12 (120 in 2013/14, the UTC's first year of operation).

There will be an automatic right of transfer to the post-16 section of the Academy from year 11 for UTC students who meet the minimum entry requirements. Therefore, there will be a minimum of 60 Year 12 places available for new entrants to the UTC each year, more if not all Y11 students transfer, up to the overall 180 place limit.

Admissions above these numbers would only occur in exceptional cases and would require the agreement of the Secretary of State for Education.

UTC Sheffield is designed for the benefit of the Sheffield City Region¹ and our admissions process reflects this. However the UTC will be open to applicants from outside Sheffield City Region, who will be treated as if they were resident in the nearest area to them within the Region.

Year 10 (post-14) Admissions

If the number of applicants to the UTC for Year 10 entry is 120 or less then all applicants will be admitted.

¹ For a definition of the Sheffield City Region Local Enterprise Partnership see <http://www.sheffieldcityregion.org.uk/about-us>

All Pupils with statements of Special Educational Needs, where the UTC is named on the statement, will be admitted.

If there are more applicants than places then the following arrangements will apply:

1. Any Looked After Children in the care of a local authority and previously Looked After Children who wish to attend the UTC, will first be admitted regardless of where they are resident.
2. All other applicants will be allocated to one of eight areas covering Sheffield City Region, according to their home postcode. Each area has a share of places according to the number of Year 9 students at schools in that area.² In any area where the UTC is oversubscribed places will be allocated randomly. If some areas have unfilled places these will be shared out across over-subscribed areas in proportion to the number of applicants in each before random allocation for that area takes place.
3. The following table shows the number of places available to each postcode area.

District no.	Postcode district:	Approximate main area covered (NB: postcodes boundaries do not align with council areas)	Maximum number of places available (before sharing any spare places):
1	DN 1 – 14, DN21, DN22, WF8	Doncaster	23
2	DE4, DE45, DE55, DE56, DE6, SK17, ST14, NG16, NG19, NG20, NG22, NG23, S80, S81	Bassetlaw and Bolsover	8
3	S70 – S75, HD8, HD9	Barnsley	12
4	S60 – S66, S25-26	Rotherham	24
5	S40 – S49	Chesterfield and NE Derbyshire	12
6	S1-4, S9, S12-13, S20-21, S96-99	Sheffield A	13
7	S5, S7-8, S10, S14, S18	Sheffield B	15
8	S6, S11, S17, S32-33, S35-36	Sheffield C	13

² The figures in this document are based on the 2010/11 school year. They will be revised to reflect the 2011/12 figures before UTC admissions commence and again when the admissions procedures are reviewed after seven years in line with the School Admissions Code.

Year 12 (Post-16) admissions

In total each year there will be 180 places available for entry into Year 12. 60 places are reserved for external applicants. Places not filled by current UTC students wishing to continue into Year 12 will also be made available to external applicants.

Levels of study

Of the 180 places for Year 12, 150 will be for students following Level 3 courses and 30 for students following a Level 2 programme. For those students admitted to Year 12 at Level 2 we will endeavour, wherever possible, to enable their progression onto a Level 3 programme, including the option of following a three-year post-16 programme rather than the usual two years.

Any unfilled places at one level of study will be added to the places available for the other level.

Entry Requirements - Level 3 admissions

All applicants for Level 3 admission, whether transferring internally or applying from outside, will need to meet a minimum entry requirement of 5 GCSE passes at A*-C, including English and Maths, for Level 3 courses. There may be additional requirements to follow specific courses, details of which will be published in advance in the UTC Prospectus.

Entry Requirements - Level 2 admissions

All applicants for Level 2 admission, whether transferring internally or applying from outside, will need to meet a minimum entry requirement of 4 GCSEs at Grade D, or equivalent, including English and Maths.

Specialisms

All applicants for Year 12 admission will be expected to apply for one of the UTC's two specialisms:

- For Advanced Engineering and Manufacturing there will be 120 places available, 100 at Level 3 and 20 at Level 2
- For Creative Digital and Media there will be 60 places available, 50 at Level 3 and 10 at Level 2.

If there are insufficient applicants for places in one specialism these will be added to the places available for the other specialism.

Admission process for Year 12 – Advanced Engineering and Manufacturing

All Pupils with statements of Special Educational Needs, where the UTC is named on the statement, will be admitted.

For Level 3 places (100 in total) admission will then be in the following order:

1. Looked After Children in the care of a local authority, and previously Looked After Children, meeting the minimum entry requirements.
2. Students currently at the UTC who wish to continue into Year 12 and meet the minimum entry requirements.
3. External applicants who meet the minimum entry requirements. Where the number of external applicants exceeds the places available then selection will be by random allocation within areas covering Sheffield City Region, according to home postcode. The available places will be shared across these areas to ensure a fair distribution. The percentage share for each area is set out in the table at the end of this section.

For Level 2 places (20 in total) admission will be in the following order:

1. Looked After Children in the care of a local authority, and previously Looked After Children, meeting the minimum entry requirements.
2. Students currently at the UTC who wish to continue into Year 12 and meet the minimum entry requirements.
3. External applicants who meet the minimum entry requirements. Where the number of external applicants exceeds the places available then selection will be by random allocation within areas covering Sheffield City Region, according to home postcode. The available places will be shared across these areas to ensure a fair distribution. The percentage share for each area is set out in the table at the end of this section.

Admission process for Year 12 – Creative and Digital Media

All Pupils with statements of Special Educational Needs, where the UTC is named on the statement, will be admitted.

For Level 3 places (50 in total) admission will then be in the following order:

1. Looked After Children in the care of a local authority, and previously Looked After Children, meeting the minimum entry requirements.
2. Students currently at the UTC who wish to continue into Year 12 and meet the minimum entry requirements.
3. External applicants who meet the minimum entry requirements. Where the number of external applicants exceeds the places available then selection will be by random allocation within areas covering Sheffield City Region, according to home postcode. The available places will be shared across these areas to ensure a fair distribution. The percentage share for each area is set out in the table at the end of this section.

For Level 2 places (10 in total) admission will be in the following order:

1. Looked After Children in the care of a local authority, and previously Looked After Children, meeting the minimum entry requirements.
2. Students currently at the UTC who wish to continue into Year 12 and meet the minimum entry requirements.
3. External applicants who meet the minimum entry requirements. Where the number of external applicants exceeds the places available then selection will be by random allocation within areas covering Sheffield City Region, according to home postcode. The available places will be shared across these areas to ensure a fair distribution. The percentage share for each area is set out in the table at the end of this section.

For all Year 12 admissions the places available to external applicants will be allocated to the areas of Sheffield City Region in the proportions set out in the following table, based on the numbers of Year 12 students at schools in each area³:

District no.	Postcode district (home address of applicant):	Approximate main area covered (NB: postcodes boundaries do not align with council areas)	Percentage share of places available to external applicants
1	DN 1 – 14, DN21, DN22, WF8	Doncaster	19%
2	DE4, DE45, DE55, DE56, DE6, SK17, ST14, NG16, NG19, NG20, NG22, NG23, S80, S81	Bassetlaw and Bolsover	7%
3	S70 – S75, HD8, HD9	Barnsley	10%
4	S60 – S66, S25-26	Rotherham	21%
5	S40 – S49	Chesterfield and NE Derbyshire	10%
6	S1-4, S9, S12-13, S20-21, S96-99	Sheffield A	10%
7	S5, S7-8, S10, S14, S18	Sheffield B	12%
8	S6, S11, S17, S32-33, S35-36	Sheffield C	11%

Note: If any individual area has spare places after all eligible applicants are admitted these will be shared out across the other areas in proportion to the number of applicants in each.

³ The figures in this document are based on the 2010/11 school year. They will be revised to reflect the 2011/12 figures before UTC admissions commence and again when the admissions procedures are reviewed after seven years in line with the School Admissions Code.

The UTC may waive the Year 12 entry requirements, at either Level 2 or 3, for an individual where their failure to meet these requirements results from exceptional circumstances, such as a family bereavement, serious illness or similar adverse factor. These instances will, however, be rare. Any such waiver will require the approval of the UTC Board and of an independent verifier.

Appeals

Unsuccessful applicants will have a right of appeal to an Independent Appeals Panel. The appeals panel will follow the arrangements generally adopted for Sheffield schools, with panel members independent of the UTC and parents and young people being offered guidance and invited to attend the panel. The full details of the arrangements operated by Sheffield LA are at: <https://www.sheffield.gov.uk/dms/scc/management/corporate-communications/documents/education-and-skills/Appeals-Guidance-For-Parents-and-Carers--Word-235KB-.doc>

Waiting lists

Where in any year the UTC receives more eligible applications than there are places available, a waiting list will be maintained by the UTC until the end of the first UTC term after the start of the school year. It will be open to any parent to ask for their child's name to be placed on the waiting list. If and when places become available they will be allocated to those on the waiting list in the following order:

1. Looked After Children in the care of a local authority, and previously Looked After Children, (in the case of post-16 entry, providing they meet the appropriate entry requirements);
2. To all others on the list through random allocation. A fresh round of random allocation will take place each time a place becomes available.

Verification of random allocation processes

All processes of random allocation under these arrangements will be supervised by someone independent of the UTC.

Sponsorship

The UTC promotes close employer involvement in learning, and as part of this some employers may wish to sponsor individual students. Any sponsorship will take place after admission and will not be part of the admissions arrangements. Students sponsored in Years 10 or 11 will only be able to transfer to Year 12 if they meet the general entry requirements set out above.

Management of applications

For both age group applications will fit into Sheffield Local Authority's timetable for applications each year. Arrangements will include:

- publication of a prospectus by September each year containing information for applicants wishing to join the UTC the following September, including admissions arrangements and details of open evening and opportunities to visit the UTC (or alternative venue before the UTC building is completed in September 2013). These details will also be made available for inclusion in the combined information published by all the local authorities covered by UTC admissions;
- for Y10 entry, application forms will be provided online or in hard copy for return by 31 March to the UTC. Decisions on applications will be made during April and notified to parents, and applicants' home local authorities, on or around 1 May;
- for Y12 entry, application should be made through the UCAS Progress service, although application forms will also be provided for those who do not have access to that service. All applications for Y12 entry will be managed by Sheffield College on behalf of the UTC. Applications should be made by 31 January. Decisions on applications will be made during February and notified to parents, and applicants' home local authorities, on or around 1 March.

The application and notification dates may vary in conformance with any timetable variations to application processes made by Sheffield City Council.

For both entry points late applications will be accepted but places will be subject to availability.

*UTC Sheffield
August 2012*