



DAVENTRY UTC

# ADMISSIONS POLICY

Status: **Statutory**

Member of Staff responsible: **Sally Kirk**

Associated Policies and documentation

Implementation date: September 2014

Review Date: July 2015

## Admissions Arrangements

**Name: The New Technologies University Technical College at Daventry (DUTC)**

### **Introduction**

1. This document sets out the admission arrangements for the New Technologies University Technical College at Daventry (DUTC), in accordance with the Funding Agreement between the DUTC and the Secretary of State. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State. Obligations in this document are to be treated as if imposed by the Funding Agreement.
2. Notwithstanding these arrangements, the Secretary of State may direct the DUTC to admit a named student to the DUTC on application from a Local Authority. Before doing so the Secretary of State will consult the DUTC.
3. This admissions policy may be amended in writing at any time by agreement between the Secretary of State and the DUTC Trust.
4. The DUTC will 'opt out' of the Local Authority co-ordination of admissions arrangements and manage this themselves for the first year, and hereon after that take part in any Admissions Forum set up by the Northamptonshire County Council local authority ("LA") and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA and the local Fair Access Protocol.

### **The Pupil Admission Number**

5. (a) **Year 10**  
The DUTC Trust will have the following agreed admissions number for admission to Year 10 for the year 2013/14 and for subsequent years:
  - 120 places for students in Year 10
5. (b) **Year 12**  
The DUTC Trust operates a sixth form (Years 12 and 13) for a total of 360 students. 180 places overall will be available in Year 12 (the Year 12 "capacity").  
  
The DUTC Trust has agreed not to admit any students into Year 12 until September 2014. The admission number in Year 12 will be 80, which is the number of places that will be offered to eligible external applicants while DUTC is building up to its full capacity.

In 2015/2016, 90 places in Year 12 will be available for students transferring internally from Year 11, and

- the admission number for Year 12 will be 30,

This is the number of places which will be offered on an annual basis to eligible external applicants.

In subsequent years, that is from 2016/2017, 150 places in Year 12 will be available for students transferring internally from Year 11, and

- the admission number for Year 12 will be 30,

This is the number of places which will be offered on an annual basis to eligible external applicants.

If fewer than 150 of the UTC's own Year 11 pupils transfer into Year 12, additional external pupils will be admitted until Year 12 meets its capacity of 180.

5. (c) The DUTC will not set an admission number higher than its published pupil admission number for any specific year. Students will not be admitted above the published pupil admission number unless exceptional circumstances apply or as part of Northamptonshire's in year Fair Access protocol. Such circumstances shall be reported to the Secretary of State.

**Table 1: Planned Pupil Admissions Numbers for DUTC**

	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
<b>Year 10</b>	120	120	120	120	120	120	120
<b>Year 11</b>		120	120	120	120	120	120
<b>Year 12</b>		80	120	180	180	180	180
<b>Year 13</b>			80	120	180	180	180
<b>Totals</b>	120	320	440	540	600	600	600

### **The Oversubscription Criteria**

6. The DUTC Trust will recruit a comprehensive and balanced intake of students across the ability range in year of entry in line with its declared vision and ethos, and to ensure that the UTC serves a sub-regional catchment area.<sup>1</sup> Year 10 target student recruitment will be drawn from applicants living in the defined catchment area (priority area).

<sup>1</sup> The catchment area for the UTC NT is defined as a travel to learn time of 45 minutes (Appendix A). Within this catchment area three zones will be defined based on number of schools and travel to learn time to the UTC NT.

7. Where the number of applications for admission is greater than the published pupil admissions number, applications will be considered against the criteria set out below.

After the admission of students with statements of Special Educational Needs (SEN) where the DUTC is named on the statement the criteria will be applied in the order in which they are set out below:

- a) Children in Public Care (looked after children).
- b) Children residing in the priority zones <sup>2</sup> of the catchment area in the percentages set out below:
  - Zone A – 33% of the remaining places by random allocation
  - Zone B – 33% of the remaining places by random allocation
  - Zone C – 33% of the remaining places by random allocation
- c) Children residing outside the priority zones with priority being given to those living nearest to the DUTC as measured in a straight line from the applicants home address to the front gates of the DUTC using the Local Authority's computerised measuring system

8. If there are the same number or fewer applicants from any zone than places available, then all applicants will be offered a place. Any unfilled zone places will be distributed to those applicants who live in other zones using random allocation.
9. Random allocation will be used as a tie-breaker to determine who is offered a place if a zone is oversubscribed. Criterion c) above will not come into operation until all applicants who live in the priority zones have been offered places.
10. If there are more applicants from a zone than places available, then the maximum number of remaining places will be allocated through random allocation of those places
11. Applications from sets of twins or other children from multiple births will be treated as individual applicants, this may result in one child being allocated a place under random allocation and another not.
12. If we are unable to distinguish between applicants on the basis of distance under criterion c) (because they are children who are as a result of multiple birth or live in the same block of flats) then the child or children who will be offered the available place(s) will be randomly selected.

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<sup>2</sup> Priority zones within the catchment area will be determined based on travel to learn time and the number of schools so as not to destabilise existing schools in the Daventry area. These will be finalised in March 2012, following consultation on the admission arrangements.

13. Unsuccessful applicants will have a right of appeal to an independent admission appeals panel.

### **Waiting List**

#### **Late Applications**

14. Applications received after the closing date will only be considered alongside those applicants who have applied on time if places have not been allocated and there are exceptional reasons for the late application, i.e. a major change of circumstance.

Late applications are dealt with this way only after all on-time applications. All late applications will be placed on a waiting list unless they fulfil the criteria to be considered alongside applicants who have applied on time.

A late application will not affect the right of appeal or the right to be placed on the waiting list.

#### **Operation of Waiting Lists**

15. Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the DUTC will operate a waiting list. In year 1 of opening the DUTC will 'opt out' of the Local Authority co-ordination of admissions arrangements and manage this themselves, but will take cognisance of LA's co-ordinated admission scheme. Where in any year the DUTC receives more applications for places than there are places available, a waiting list will operate until a month after the beginning of the school year. This will be maintained by the DUTC and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.
16. Children's' position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraphs 14-16 above. Where a place becomes vacant it will be allocated to children on the waiting list in accordance with the oversubscription criteria. Where a new unsuccessful applicant is added to the waiting list all applicants on the waiting list will be subject to further random allocation to determine priority for the place available

### **The Appeals Process**

17. All students not offered a place at the DUTC have the right to appeal. The DUTC Trust shall ensure that parents and children will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the DUTC Trust. The Independent Appeal Panel will be independent of the DUTC Trust. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education.

18. The DUTC Trust shall prepare guidance for parents and relevant children about how the appeal process will work and provide them with a named contact who can answer any enquiries they may have about the process. The DUTC Trust may, if it chooses, enter into an agreement with a local authority or any other organisation for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.

### **Arrangements for admission to post 16 provision**

19. In 2014 and 2015 there will only be 50 places on offer to external applicants.
20. From 2016, the admission number for the sixth form will be 120 minus those students eligible to transfer from DUTC's Year 11. At least 30 places will be available to external applicants.
21. Both internal and external students wishing to enter the sixth form will be expected to have met the minimum academic entry requirements for the sixth form.
22. In addition to the sixth form's minimum academic entry requirements students will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements.
23. These academic entry requirements form part of the admission arrangements and so will be consulted upon and published in the academy's prospectus and in the LA admissions prospectus. All Year 11 students at DUTC will be entitled to progress to the sixth form if they meet the minimum academic entry requirements for the sixth form.
24. Where the number of suitably qualified applications for admission is greater than the published admission number and after the admission of students with a statement naming the academy and looked after children, any remaining places will be randomly allocated, without reference to zone areas.
25. There will be a right of appeal to an Independent Admission Appeals Panel for unsuccessful internal and external applicants.

### **Arrangements for admitting students to other year groups, including to replace any students who have left the DUTC Academy**

26. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the DUTC will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs apply. If more

applications are received than there are places available, the oversubscription criteria in paragraph 6- 13 shall apply. Parents whose application is turned down are entitled to appeal to an independent admission appeals panel

27. The DUTC will participate in Northamptonshire LA's In Year Fair Access Protocol.

**Arrangements for admission of students as the DUTC Academy builds to its full capacity (steady state)**

28. The DUTC will open in September 2013 with a published pupil admissions number relating solely to students in Year 10. In 2013 there will be no students in Years 11 and 13. In 2015, the sixth form will admit 120 students to Year 12, at least 30 of whom will be external students.
29. During the period from 1 September 2013 to 1 September 2014 there will not be a published pupil admission number against which to consider applications for admission to either year 11, 12 or year 13

# The DUTC Academy Admissions Policy – Appendix A: Travel to Learn Plan

