



Admissions Policy 2019/20

Status: Statutory

Member of Staff responsible: Executive Principal

UTC SHEFFIELD CITY CENTRE ADMISSIONS POLICY

Overall Approach

UTC Sheffield City Centre 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 provided a fair spread of places across the region the UTC covers. We have also ensured that no individual will be advantaged in gaining admission to the UTC by virtue of where they live.

Admission Numbers

In 2019/2020 and each subsequent year UTC Sheffield City Centre will admit 100 students into Year 9.

For Year 12, there will be 160 places available.

There will be an automatic right of transfer to Year 12 from Year 11 for UTC students who meet the academic entry requirements. Therefore, there will be a minimum of 60 Year 12 places (PAN - Published Admission Number) available for new entrants to the UTC each year, more if not all Y11 students transfer, up to the overall 160 place capacity.

Admissions above these numbers would only occur in exceptional cases.

Catchment Area

UTC Sheffield City Centre is designed for the benefit of the whole Sheffield City Region and our admissions process reflects this. Sheffield City Region is comprised of the nine local authority areas of Barnsley, Bassetlaw, Bolsover, Chesterfield, Derbyshire Dales, Doncaster, North East Derbyshire, Rotherham and Sheffield.

Students resident outside Sheffield City Region can also apply to the UTC. Such applicants will be treated as if they were resident in the nearest area to them within the Region.

Year 9 (post-13) Admissions

If the number of applicants to the UTC Sheffield City Centre for Year 9 entry is 100 or less, then all applicants will be admitted.

Specialisms

All students for Year 9 admission will be expected to apply for one of the UTC's two specialisms:

- For Engineering & Manufacturing there will be 75 places available
- For Creative & Digital Media there will be 25 places available

If there are insufficient applicants for places in one specialism these will be added to the places available for the other specialism up to a maximum of an additional 15% in either specialism due to restrictions of the building.

All students with an Education Health and Care Plan naming the UTC 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.
3. If some areas have unfilled places these will be shared out across over-subscribed areas, in proportion to the number of applicants in each, thereby increasing the number of places available in these areas.
4. Places in each over-subscribed area will then be allocated randomly.

The following table shows the number of places available to each postcode area, before any unfilled places are shared out. Places for Looked After Children are included in these numbers.

District no.	Postcode district:	Approximate main area covered (NB: postcodes boundaries do not align with council areas)	Number of places available to Year 9 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, Bolsover and Derbyshire Dales	6
3	S70 – S75, HD8, HD9	Barnsley	10
4	S60 – S66, S25-26	Rotherham	20
5	S40 – S49	Chesterfield and NE Derbyshire	10
6	S1-4, S9, S12-13, S20-21, S96-99	Sheffield A	11
7	S5, S7-8, S10, S14, S18	Sheffield B	13
8	S6, S11, S17, S32-33, S35-36	Sheffield C	11

[DN: The places share in the above table will be reviewed to ensure it reflects the latest data on Y9 student numbers]

Year 12 (Post-16) admissions

Y12 Student numbers

From 2019/20 Year 12 capacity will be 160 places. A minimum of 60 places (PAN) will be available for new applicants. Places not filled by current UTC students wishing to continue into Year 12 will also be made available to new external applicants.

Y12 Levels of Study

Of the 160 places for Year 12, 140 will be for students following Level 3 courses and 20 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.

Y12 Entry Requirements - Level 2 admissions

The minimum entry requirements for Level 2 admission, whether transferring internally or applying from outside, will be 4 GCSEs at Grade 3, or equivalents, including English and Maths (and Science for studying Engineering & Manufacturing).

Y12 Entry Requirements - Level 3 admissions

Applicants for a Level 3 programme, whether transferring internally or applying from outside, will need to meet a minimum entry requirement of 5 GCSE passes at grade 4 or above, including English and Maths (and Science for studying Engineering & Manufacturing), 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.

Y12 Entry Requirements – exceptions

Children who for reasons of bereavement, serious illness, or other adverse factors, where there is written evidence from a social worker or other relevant professional that these factors have affected the child's attainment, will have the academic entry (or progression for our own Y11 students) requirements waived. These instances will, however, be rare. Any such waiver will require the approval of the UTC Board and of an independent verifier.

Specialisms – Year 12

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

- For Engineering & Manufacturing there will be 120 places available
- For Creative & Digital Media there will be 40 places available

If there are insufficient applicants for places in one specialism these will be added to the places available for the other specialism up to a maximum of an additional 15% in either specialism due to restrictions of the building.

Year 12 Admission process

The UTC's own 100 Year 11 students who meet the entry requirements will be able to transfer to Year 12. The remaining 60 Year 12 places will be offered to external applicants. If fewer than 100 students transfer from Year 11, additional external applicants will be admitted until the UTC reaches its Year 12 capacity of 160 places.

All students with an Education Health and Care Plan naming the UTC and who meet the minimum entry requirements will be admitted.

For each Y12 specialism and level of study, admission of external applicants will then be in the following order:

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 who meet the entry criteria 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 11 students at schools in that area.

3. If some areas have unfilled places these will be shared out across over-subscribed areas, in proportion to the number of applicants in each, thereby increasing the number of places available in these areas.
4. Places in each over-subscribed area will then be allocated randomly.

The following table shows the percentage of places for Y12 external applicants available to each postcode area, before any unfilled places are shared out. Places for Looked After Children are included in these numbers.

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 Year 12 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, Bolsover and Derbyshire Dales	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%

[DN: The places share in the above table will be reviewed to ensure it reflects the latest data on Y11 student numbers]

Appeals

Unsuccessful applicants will have a right of appeal to an independent appeals panel constituted and operated in accordance with the School Admissions Appeals Code.

Appeals will be conducted independently of the UTC by Sheffield City Council. Details of their arrangements and how to make an appeal can be found at

<https://www.sheffield.gov.uk/education/information-for-parentscarers/pupil-admissions/appeals.html>

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 half term (October) 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 accordance with the oversubscription criteria. Waiting lists will be re-ordered in accordance with the oversubscription criteria whenever 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 9, 10 or 11 will only be able to transfer to Year 12 if they meet the general entry requirements set out above.

Making an application

For both age group applications will fit into Sheffield City Council'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. These details will also be made available for inclusion in the combined information published by all the local authorities covered by UTC admissions;

For Year 9 entry, application forms will be provided via the UTC web-site for return by **31 October** to Sheffield City Council (when you submit on-line Sheffield City Council will automatically receive the application) and details of the Council's processes are published at:

<https://www.sheffield.gov.uk/education/information-for-parentscarers/pupil-admissions.html>

In addition applications forms can be downloaded from the UTC website at www.utcsheffield.org.uk or you can get a hard copy from UTC Sheffield City Centre, 111 Matilda St, Sheffield, S1 4QF or by telephoning 01142603970.

- 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. Full information will be published each year on the UTC's website www.utcsheffield.org.uk

For Year 12 entry, application should be made through the UCAS Progress Service and for those who do not have access to UCAS Progress they can be downloaded from the UTC website at www.utcsheffield.org.uk or you can get a hard copy from UTC Sheffield City Centre, 111 Matilda St, Sheffield, S1 4QF or by telephoning 0114260 3970.

The closing date for year 12 applications is **31st January**.

- Decisions on applications will be made during February and notified to students and parents 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. Full information will be published each year on the UTC's website www.utcsheffield.org.uk