



UTC Cambridge Admissions Policy – Year 10

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Governor's Sub-committee: Finance & Audits
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Associated documentation

- o UTC Cambridge Prospectus

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I. Overall Approach

The Governing Body of UTC Cambridge (UTCC) is the admission authority for UTCC. This means that it is the Governing Body that sets and applies the admissions policy for UTCC. All policy decisions regarding the admissions of young people into UTCC are made by a sub-committee of the Governing Body.

UTC Cambridge is intended for all abilities of student and our admissions policy is built around a fundamental core of fairness and transparency and is therefore inclusive, and will meet the requirements of the prevailing Schools Admissions Code

The admissions philosophy is to widen access to, and participation in a high quality hands on science and technology based curriculum designed to meet the needs of individual students, employers and HE Institutions, now and into the future. UTCC will work with the relevant local children's services authorities to 'narrow the gap' in performance of all target students who may be disadvantaged by socio-economic factors (including those students in receipt of free school meals), ethnicity, disability, gender, or prevailing personal factors and environment.

UTC Cambridge will comply with the statutory school admissions and appeal codes. This policy is based on the current code but will be reviewed in light of any future changes in the law.

In developing our admissions policy, we have endeavoured to strike a balance across the Cambridge sub-region (Cambridgeshire, North West Essex, West Suffolk and East Hertfordshire), and for the purposes of this document is considered to be the whole of Cambridgeshire and the area within a 25 mile straight line radius of the main student entrance to UTC Cambridge.

UTC Cambridge manages its own admissions arrangements as set out in this policy.



2. Published Admission Numbers (PAN)

UTC Cambridge is still in the growth phase having opened in September 2014. At capacity UTC Cambridge will have 670 students.

	Year 10	Year 11	Year 12	Year 13
Maximum number of students	125	125	210	210

There will be automatic right of transfer, via UTCC application process, to the post-16 provision from Year 11 for existing UTCC students (max. 125) who meet the minimum entry requirements. Therefore, there will be at least 85 year 12 places available for new entrants to the UTCC each year, more if not all Year 11 students transfer, up to the 210 Year 12 place limit.

3. Catchment

UTCC is designed for the benefit of the Cambridge sub-region (Cambridgeshire, North West Essex, West Suffolk and East Hertfordshire), and the catchment area is therefore the whole of Cambridgeshire and the area within a 25 mile straight line radius of the main student entrance to UTCC (The distance, for admissions purposes, is measured using the straight line distance from the reference point for the home address to the main student entrance to the UTCC as determined by a digital mapping system. UTC Cambridge takes into account that in such cases of parents having shared responsibility, but living at separate addresses, that one parent residence is located within Zones 1 or 2 respectively.

Should UTCC be under-subscribed all applicants, both within and outside the Cambridge sub-region, will be offered a place.

How places are offered

4. Year 10 Admissions

All students with statements of Special Educational Needs, where UTC Cambridge is named on the statement, will be admitted. (NB: However, the college is not suitable if admission is prejudicial to the efficient education of other young people.)

If the number of applicants to UTCC for Year 10 entry is 125 or less then all applicants will be admitted.

Where two or more applicants meet the entry criteria, then random allocation will be used to determine which of them is allocated a place at UTC Cambridge. All processes of random allocation will be supervised and independently verified.



5. Oversubscription Criteria

The oversubscription criteria uses a two zone system as the allocative method to ensure geographical spread. If two or more applicants cannot be otherwise separated, independently verified random allocation of places will be used as a tie-break for applicants. In the event that more than 125 applications are received, applications will be considered against the following criteria and in the order in which they are set out below:

- i. Any Looked After Children (LAC) in the care of local authority and previously LAC, who ceased to be so by reason of adoption, a resident order or special guardianship order who wish to attend UTCC.
- ii. If there are more applicants than remaining places available, places will be allocated proportionally to one of two sub-regional zones:
 - a. Zone 1: 40% of places are allocated to applicants residing in the Local Authority districts of Cambridge City and South Cambridgeshire.
 - b. Zone 2: 60% of places are allocated to applicants residing in Cambridgeshire, or within a 25 mile straight line radius of the main student entrance to the UTCC, but not living within Zone 1.
 - c. If a zone has unfilled places these will be re-allocated to the other zone.
- iii. Applicants residing outside of the two zones.

6. Appeals

Unsuccessful applicants to Year 10 will have a right of appeal to an Independent Appeals Panel. The appeals panel will follow the arrangements generally adopted for Cambridgeshire schools, with panel members independent of UTCC. Parents and young people will be offered the opportunity to access guidance and support from Cambridgeshire Local Authority's Parent Partnership Service. Parents have the right to attend the appeal hearing and present their case for admission. Objections to the admission arrangements of both maintained schools and Academies can be made to the Schools Adjudicator whose decisions are binding and enforceable. The full details of the arrangements operated by Cambridgeshire (with links to adjacent LA policies) are at:

<http://www.cambridgeshire.gov.uk/education/parents/admission/appealing/>

Unsuccessful applicants to UTCC have a right to appeal against any decision refusing them a place at the UTC. Appeals will be administered by the UTC and will be heard within 40 school days of the appeal being lodged.

UTC Cambridge appeals process is Schools Admissions Appeals Code compliant.



7. **Waiting Lists**

Where in any year UTCC receives more eligible applications than there are places available, a waiting list will be maintained by UTCC until the end of the first term after the start of the school year. The name of any child refused a place at UTCC will be added to this waiting list, their place determined by the ranking of their application against the published over-subscription criteria. It will be open to any parent to ask for their child's name to be placed on the waiting list.

8. **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.

9. **Management of Application**

Arrangements will include:

Post – 14:

- Publication of a prospectus by September each year containing information for applicants wishing to join UTCC the following September, including admissions arrangements and details of open evening and opportunities to visit UTCC.
- Year 10 entry application forms should be returned by 31st January each year onto UTC Cambridge website or by mail to UTC Cambridge, Robinson Way, Cambridge. CB2 0SZ. Decisions on these applications will be made during February and notified to parents and applicants home Local Authorities, on 1st March.
- Applications received between 31 January and 31 March will be sent offer letters on or around 22nd April, subject to places being available.
- Any remaining places available after 31st March will be allocated in date order.