PROCEDURE FOR ADMITTING PUPILS TO THE UTC

Admission Number(s)

1. The UTC Reading Trust has the following agreed admission number for the UTC:

	2018	2019 and beyond
Year 10	120	120
Year 11	100	120
Year 12	160	160
Year 13	140	140
TOTAL	520	540

Process of Application

2. Arrangements for applications for places at UTC Reading will be made directly to UTC Reading.

3. The closing date for all applications (for entry to Year 10 and Post 16) will be 31st December the calendar year prior to admission (i.e. for admission in September 2017, the deadline for application would be 31st December 2016). Offers of places will be made by the end of January immediately following the deadline (i.e. January 2017 for admission in September 2017). Places not accepted by the end of the following Month (i.e. February 207 for admission in September 2017) will be re-allocated according to the procedures in section 5.

Consideration of Applications

4. The UTC Reading Trust will consider all applications for places at UTC Reading. Where fewer than the published admission number(s) for the relevant year groups are received, the UTC Reading Trust will offer places at UTC Reading to all those who have applied, though the UTC Reading Trust will apply a minimum criterion in relation to academic entrance requirements for admission or transfer to the UTC Reading sixth form.

Procedures where UTC Reading is oversubscribed

5. Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of pupils with statements of Special Educational Needs where UTC Reading is named on the statement, the criteria will be applied in the order in which they are set out below:

   a) Looked after children; or a child who was previously looked after but immediately after being looked after became subject to an adoption

order, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions.

b) Remaining places will be allocated as follows: a. 30% of places allocated to applicants within Area 1 which will Include all postcodes in RG1, RG2, RG4, RG5, RG6 and RG30

c) 30% of places allocated to applicants within Area 2 which will include all postcodes in RG7, RG8, RG9, RG10, RG12, RG27, RG31, RG40, RG41, RG42, RG45, GU46 and GU47

d) 30% of places allocated to applicants within Area 3 which will include all postcodes in RG14, RG18, RG19, RG21, RG22, RG23, RG24, RG26, SL1, SL2, SL4, SL5, SL6, SL7, GU14, GU15, GU17, GU18, GU19, GU20 and GU51

e) Remaining 10% of places will be allocated to pupils living outside the areas listed in b to d above with those living closest to the front gates of UTC Reading (straight line distance - using Ordnance Survey Data points of school and property) being admitted.

6. (a) If the number of applicants within any one area exceeds its allocated number of places, places will be allocated randomly to the applicants within that area. UTC Reading will ensure that someone independent of the UTC supervises the random allocation processes.

(b) In the event that places allocated to a particular group of post code areas are not filled, the balance of places will first be allocated for children resident in any of the remaining post code areas by random allocation

(c) If there is the same number or fewer applicants than places available, then all applicants will be offered a place. Any unfilled places after all applicants in paragraph 5 have been admitted will be distributed to those applicants who live outside of the post code areas using random allocation.

(d) 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.

(e) If we are unable to distinguish between applicants on the basis of distance under criterion 5 (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.

(f) Unsuccessful applicants will have a right of appeal to an independent admission appeals panel.

Late Applications

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

Post 16 admission criteria

8.   The UTC Reading Trust will apply a minimum criterion in relation to academic entrance requirements for admission or transfer to UTC Reading sixth form.

In order to gain entry to the sixth form, both internal and external applicants must have passed English and Maths at grade A*-C. However, they will only be admitted to follow Level 3 courses if they achieve 5 GCSEs at A*-C, in which case they also have the option of studying for A levels or equivalent vocational courses. Some individual A level courses will also have a minimum requirement for study. The UTC Reading Prospectus and/or website will contain minimum entry requirements for each pathway and course.

When the sixth form is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted.

When there are more applicants that satisfy the minimum academic entrance requirements than the number of post-16 places available and after the admission of pupils with statements of Special Educational Needs where UTC Reading is named on the statement, the criteria will be applied in the order in which they are set out below:
1.   Children in public care.
2.   Oversubscription criteria set out in section 5

9.   Applications for entry must arrive no later than 31 December, prior to admission (i.e. for entry in September 2017 by December 2016). Applications received after this deadline will be considered if space is still available or if space subsequently becomes available at a later stage in the admissions and enrolment process.

10.   There will be a right of appeal to an Independent Appeals Panel for internal pupils or their parents refused transfer and external applicants (child and/or parent) refused admission but where both appeal, the appeal will be heard together.

Operation of waiting lists

11.   UTC Reading will operate a waiting list until 31st December. Where in any year UTC Reading receives more applications for places than there are places available, a waiting list will operate until the end of the first term of the school year. This will be maintained by UTC Reading 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.

12. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in Section 5, 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 Year 10 waiting list all applicants on the waiting list will be subject to further random allocation to determine priority for the place available.

13. Looked after children, previously looked after children and those allocated a place at the school in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

Arrangements for admitting pupils to other year groups, including to replace any pupils who have left the UTC Reading

14. UTC Reading will participate in Reading LA's In Year Fair Access Protocol.

15. UTC Reading will consider all 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 Section 5, shall apply. Parents, and/or young person in the case of Post 16, whose application is turned down shall be entitled to appeal.

Admission of children outside their normal age group

16. Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. Admission authorities **must** make decisions on the basis of the circumstances of each case, informing parents of their statutory right to appeal. This right does not apply if they are offered a place in another year group at the school.

The Appeals Process

17. There will be a right of appeal to an Independent Appeals Panel for internal pupils refused transfer and external applicants refused admission.
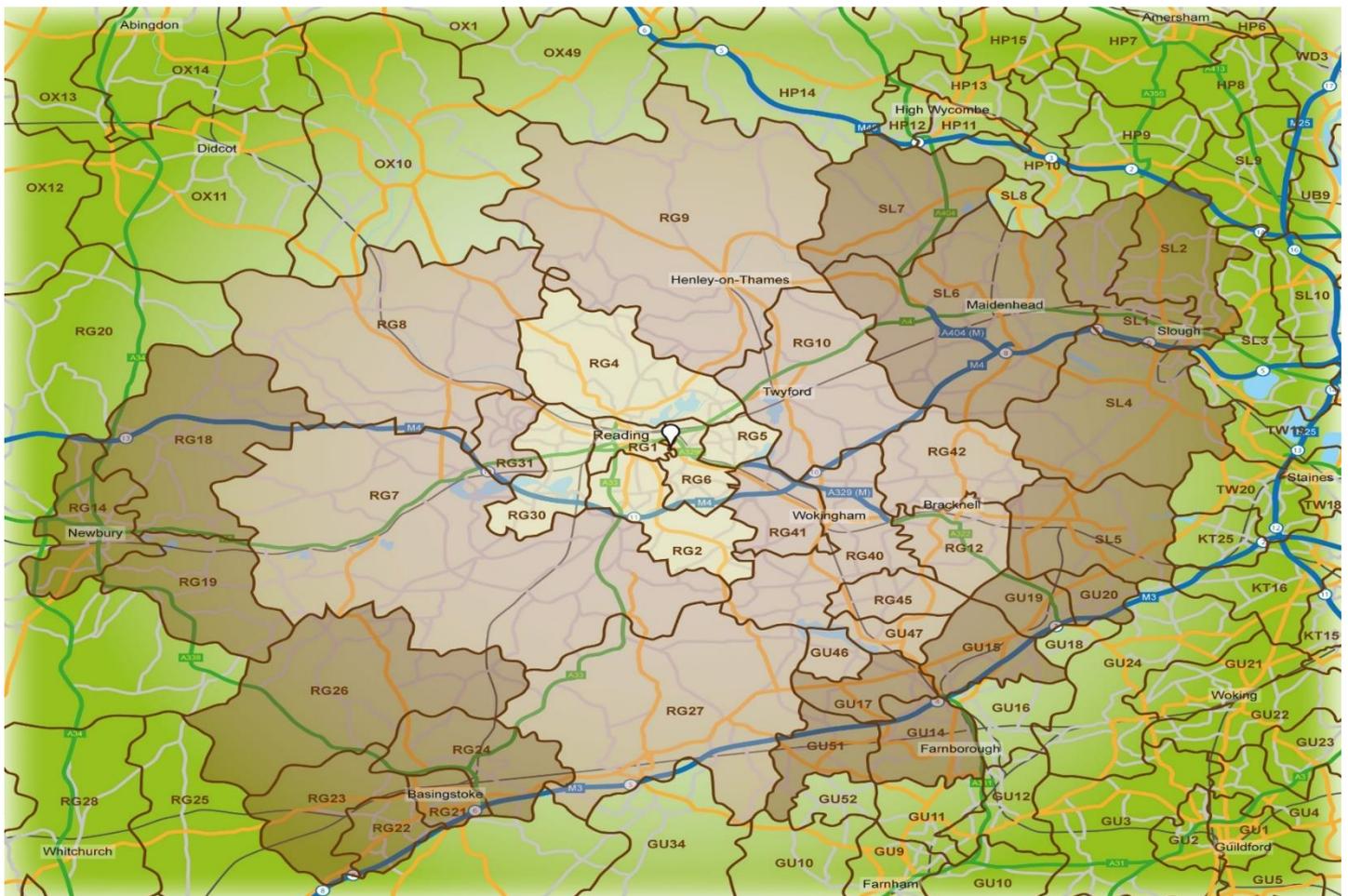
    Unsuccessful applicants may appeal for a place at UTC Reading. Parents or young person (Post 16) wishing to appeal should write to UTC Reading stating the reasons for their appeal. The letter should be addressed to the Clerk to the Governors, UTC Reading Trust, Crescent Road, East Reading, RG1 5RQ. Appeals will be heard by a panel which is independent of the UTC Reading and the governors.

18. For Post 16 where the offer of a place is conditional upon the results of the minimum academic entry requirements depending on what they are progressing to (as per Section 8), appeals will be heard within 30 school days of confirmation of

those results. Where the offer of a place is not conditional upon these results, appeals will be heard within 40 school days of the deadline for lodging appeals.

19. For Year 10, appellants have at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal.

Appendix A - Catchment Area

Area 1: RG1, RG2, RG4, RG5, RG6 and RG30
Area 2: RG7, RG8, RG9, RG10, RG12, RG27, RG31, RG40, RG41, RG42, RG45, GU46 and GU47
Area 3: RG14, RG18, RG19, RG21, RG22, RG23, RG24, RG26, SL1, SL2, SL4, SL5, SL6, SL7, GU14, GU15, GU17, GU18, GU19, GU20 and GU51