

GLOBAL ACADEMY UTC ADMISSIONS POLICY

Responsible: The Principal
Drawn Up:
Date Approved by Full Governing Body:
Next Review:

1. The Global Academy UTC will act in accordance with the School Admissions Code, the School Admission Appeal Code, equalities law and the law on admissions.

Capacity

2. The Global Academy UTC will have a total capacity of 800 students by 2019. However, it will not admit 800 students when it first opens in September 2016. The following table outlines the expected student numbers by year group as the UTC builds to full capacity in 2019:

Year of Operation Admission Year	1 2016	2 2017	3 2018	4 2019	5 2020
Year 10	100	150	200	200	200
Year 11		100	150	200	200
Year 12	100	150	200	200	200
Year 13		100	150	200	200
Total	200	500	700	800	800

Published Admission Numbers

3. Accordingly, the Published Admission Numbers (PAN) for the normal points of entry to the UTC will be as follows:

Year 10

4. Global Academy UTC will have a PAN of 100 for year 10 in 2016.
5. The indicative admission number for 2017 for year 10 will be 150. From 2018, the indicative admission number will be 200. Admission arrangements for future years will be determined annually.

Year 12

6. The Global Academy UTC will have a PAN (the number of places available to eligible external candidates) of 100 for year 12 in 2016. The indicative admission number in 2017 will be 150.
7. In 2018, it is anticipated that up to 100 of the 200 places available will be filled by students progressing from the UTC's own year 11. Accordingly the indicative admission number for 2018 is 100. Similarly, in 2019, 150 of the UTC's year 11s will move up to year 12 and the indicative admission number in 2019 will be 50. However, if fewer than anticipated UTC year 11 students progress to year 12, the UTC will admit additional numbers of eligible external candidates up to the capacity of 200.
8. From 2020, it is anticipated that the year 12 capacity will be met from the UTC's own year 11 students and the indicative admission number will be zero. However, if fewer than 200 of the UTC's own year 11 students' progress to year 12, the UTC will admit additional numbers of eligible external candidates up to

the capacity of 200.

Process of Application

9. In 2016, applications for places at The Global Academy UTC in Year 10 will be made direct to the UTC. Applications should be made by 31st January 2016 and offers will be made on 1st March 2016. Late applications will be considered only after those that were received on time and if places are still available.
10. From 2017, admissions for year 10 will be in accordance with Hillingdon LA's coordinated admission arrangements and will be made on the Common Application Form provided and administered by the relevant local authority and the Trust will use Hillingdon LA's coordinated admissions timetable for applications to the UTC each year, exact dates may vary from year to year, but the deadline for year 10 applications will be around 31st October each year for admission the following September.
11. From 2016, applications for Post 16 places at The Global Academy UTC will be made directly to the UTC.

Consideration of Applications

12. The Global Academy UTC Trust will consider all applications for places at The Global Academy UTC. Where fewer than the PAN for the relevant year groups are received (i.e. the UTC is undersubscribed), the Trust will offer a UTC place to all those who have applied. Post-16 applicants must meet the minimum academic entry requirements.
13. All children with statements of Special Educational Needs (SEN) and/or Education, Health and Care Plans (EHCP) that name the UTC will be admitted.

Procedures where The Global Academy UTC is oversubscribed (Year 10)

14. After the admission of children with statements of SEN or EHCPs, where the number of applications for admission to year 10 is greater than the PAN the following oversubscription criteria will apply.

Oversubscription Criteria¹

15. In awarding places, priority will be given in the following order:
 - i. Looked after children and previously looked after children²;
 - ii. Children who are eligible for the pupil premium, including the service premium³;
 - iii. A maximum of 50% of remaining places (after SEN/EHCP children and those allocated under i & ii)

¹ It is our intention to review the admission arrangements each year and it is possible that the catchment will change once Crossrail has opened. We may introduce fair banding in the future. We do not prioritise siblings of former students or existing students at the UTC and applications from children of multiple births will be considered separately. We will consult on any changes in line with the School Admissions Code.

² 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 (see the definition in Section 22(1) of the Children Act 1989).

³ Parents/guardians will be required to provide evidence of eligibility and the school may request confirmation from the applicant's home local authority. Children given priority under this criterion fall into the following categories: a) children currently registered as eligible for free school meals and children who have been registered as eligible for free school meals at any point in the last six years; and b) children whose parent(s) are serving in the regular UK armed forces, to the children of regular armed forces personnel who were serving in the past 3 years, or to children who are in receipt of a pension under the Armed Forces Compensation Scheme and the War Pensions Scheme because their parent(s) died on active service with the UK armed forces.

will be allocated by independently verified random allocation to applicants whose home address is within the catchment area, a radius of 5 miles from The Global Academy UTC (circle outlined in green). If an uneven number of places is to be allocated into iii and iv, then the additional place will be allocated to iii;

iv. A maximum of 50% of places will be allocated by distance from the UTC to applicants whose home address is outside the catchment area outlined in green (more than 5 miles from the UTC). Distance will be measured by a straight line from the front door of the child's home address to the main entrance of the UTC;

v. If iii is undersubscribed, remaining places will be re-allocated to iv. Similarly, if iv is undersubscribed, remaining places will be re-allocated to iii.

16. In relation to 15 (iii, iv and v) 'home address' means the address where a child is resident for the majority of the week (Sunday to Saturday). If a child spends equal time at more than one address, the address used will be that which is registered with their Doctor.

Tie Break

17. In the event of two or more applications that cannot otherwise be separated, the UTC will use independently verified random allocation as a tie-break.

Arrangements for Admission to Post 16 Provision

18. Both internal students and external applicants wishing to enter the sixth form will be expected to have met the minimum academic entry requirements. Level 2 students must have a minimum of 4 A*-E grades at GCSE and Level 3 students must have a minimum of 5 A*-C grades at GCSE.
19. In addition to the sixth form's minimum academic entry requirements, students may need to satisfy additional entry requirements to the courses for which they are applying; some level 3 courses might require additional qualifications. Both internal and external students who fail to meet the additional course requirements will be offered alternative courses for which they do meet the minimum academic entry requirements.
20. The Global Academy UTC publishes its additional academic entry course requirements and these are detailed in the school prospectus and on the UTC's website.
21. If there are more external applicants who satisfy the published minimum entry requirements than places available, the oversubscription criteria in section 15 will apply.

Operation of Waiting Lists

22. The Global Academy UTC will operate a waiting list. Where in any year the UTC receives more applications for places (in either year 10 or year 12) than there are places available, a waiting list will operate until the end of the first term. The Global Academy UTC will maintain the waiting list 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.
23. A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 15. Given the use of independently verified random allocation in the UTC's oversubscription criteria it will not be possible for children considered under iii to v to be given an exact position on the waiting list. Parents will instead be informed of the total number of children remaining in each random category. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.
24. Children awarded a place on appeal take precedence over those on the waiting list. Likewise, if a child is placed within the UTC as a result of the operation of the Fair Access Protocol, or where the Secretary of

State issues a direction to the UTC to admit a child, this child will take priority over those on the waiting list.

Appeals

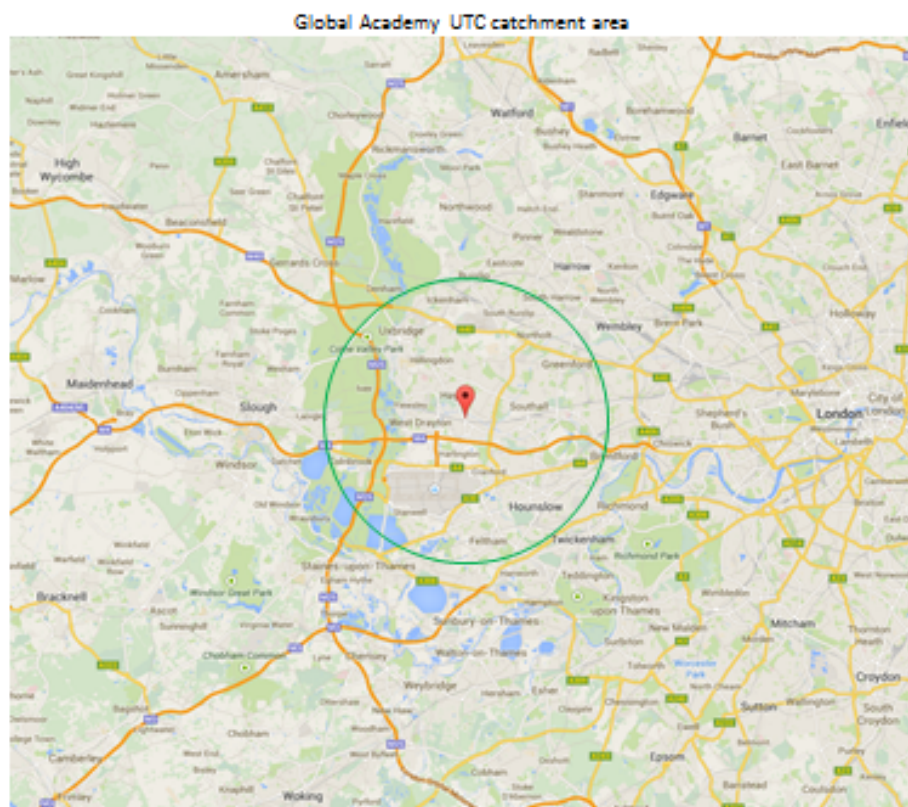
25. All applicants will be notified by letter if their applications have been successful or not on 1 March 2016. All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact **[name/address of relevant contact]** by **[date]** for information on how to appeal. Information on the timetable for the appeals process is on our website at **[URL]**.

In-year admissions

26. Applications for admission to any year other than the normal year of entry or applications submitted outside of the normal applications process should be made directly to the Global Academy UTC.

Admission of children outside their normal age group

27. Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.
28. The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. Requests for admission out of the normal year group will be considered alongside other applications made at the same time. Applicants will be informed of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.



The Global Academy UTC: Admissions Policy Worked Examples

Example 1: 100 places - both Catchment and Outer Area oversubscribed

	Applications	Places Available
Total	154	100
SEN/EHCP	2	2
i. Looked after Children	3	3
ii. Pupil Premium	4	4
Total less SEN/EHCP LAC & PP	145	91
iii. Allocation to Catchment (50%)		46
iv. Allocation to Outer Area (50%)		45

154 applications are received for 100 places. 2 SEN/EHCPs are allocated places, leaving 98 places to allocate. 3 looked after and 4 pupil premium children are then allocated places. 50% of the remaining places will be allocated to students in the Catchment (by random allocation) and 50% in the Outer Area (by distance). If there are an uneven number of places to be allocated into iii and iv, then the additional place will be allocated to the Catchment. The 100 places are therefore allocated: 2 to SEN/EHCP, 3 LAC, 4 PP, 46 to the Catchment and 45 to the Outer Area.

Example 2: 200 places: Outer Area undersubscribed

	Applications	Places Available
Total	301	200
SEN/EHCP	1	1
i. Looked after Children	4	4
ii. Pupil Premium	4	4
Total less SEN/EHCP LAC & PP	292	191
iii. Allocation to Catchment (50%)	211	96
iv. Allocation to Outer Area	81	95 (81 offered)
v. Additional Catchment		(95-81=) 14

301 applications are received for 200 places. 1 child with SEN/EHCP is allocated a place, leaving 199 places to allocate. 4 looked after and 4 pupil premium children are then allocated places leaving 191. 50% of the remaining places in will be allocated to the Catchment (by random allocation) and 50% to the Outer Area (by distance). The Outer Area is undersubscribed so all 81 applicants are offered places. The resulting 14 unallocated Outer Area places are made available to those applicants from the Catchment. The 200 places are therefore allocated: 1 to SEN/EHCP, 4 LAC, 4 PP, 96+14 to the Catchment, 81 to the Outer Area.

