

## **Admissions Policy for Crewe Engineering & Design UTC**

### **Section 1: Description and overall approach**

Crewe Engineering & Design UTC (University Technical College) is a school for young people between the ages of 14-19 years old, and who have a particular interest in science, Engineering & Design. At Crewe Engineering & Design UTC, academic, technical and advanced practical education are valued equally. As well as being taught in more familiar classes and groups, students will learn through challenging and relevant research and design projects which model more closely the professional or industrial experience.

Crewe Engineering & Design UTC is designed to be accessible to students throughout Cheshire East, and parts of its neighbouring local authorities of Cheshire West and Staffordshire, who share an interest in pursuing at some stage in their lives, a career in the various fields of advanced applied science, engineering, manufacturing and design. Our Admissions Policy reflects these aspirations.

The Admission Arrangements for entry to Year 10 and Year 12 of Crewe Engineering & Design UTC are presented separately below.

Crewe Engineering & Design UTC is committed to straightforward, open, fair and transparent admissions arrangements. The school will act fully in accordance with the School Admissions Code, the School Admission Appeals Code and admissions law as they apply to Academies.

### **Section 2: Application Process**

Crewe Engineering & Design UTC will manage its own admissions for both Year 10 and Year 12 in its first year of operation (the September 2016 intake) and applications should be made directly to the school.

Copies of the application form are available from the Admissions Team at Crewe Engineering & Design UTC or online at [www.utccrewe.com](http://www.utccrewe.com)

Applications must be made by **31st January 2016**. Offers of places will be made by letter by **1st March 2016**.

From September 2017 onwards, admissions into Year 10 at Crewe Engineering & Design UTC will be part of the Cheshire East local authority's co-ordinated arrangements. This requires parents to complete a Common Application Form (CAF) which is provided by the local authority in which the applicant lives. Copies of the Cheshire East Common Application Form are available from School Admissions, Cheshire East Council, Floor 7, c/o Municipal Buildings, Earle Street, Crewe, Cheshire, CW1 2BJ, or online at [www.cheshireeast.gov.uk/schools](http://www.cheshireeast.gov.uk/schools). Full details of the application process are available in the local authority brochure: *Secondary School Supplement: Cheshire East Schools*. Those parents resident in local authorities outside Cheshire East will apply on their own local authority's Common Application Form.

Applications into Year 12 from September 2017 will continue to be made directly to Crewe Engineering & Design UTC on the application form on our website.

Crewe Engineering & Design UTC will operate in keeping with the local authority's Fair Access Protocol.



### **Section 3 Published Admissions Number**

#### **Year 10**

The Published Admissions Number (PAN) for entry into Year 10 in September 2016 is **100 pupils**.

For entry into Year 10 in each admission year, all applicants will be admitted if fewer applications than the PAN are received.

#### **Year 12**

The Published Admissions Number (PAN) for entry into Year 12 in September 2016 is **100 pupils**.

### **Section 4: Special Educational Needs**

Children with a statement of Special Educational Need (SEN) or Education and Health Care Plan where Crewe Engineering & Design UTC is named on the statement/plan will be admitted to Crewe Engineering & Design UTC.

### **Section 5: Oversubscription Criteria – Year 10**

Where Crewe Engineering & Design UTC receives more applications than it has places available in Year 10 (PAN), the criteria listed below will apply, after the admission of children with a statement of Special Educational Needs or Education Health and Care Plan which names Crewe Engineering & Design UTC. The oversubscription criteria will be:

#### **Priority 1**

Looked-after children and previously Looked-after children.

Looked-after children and previously Looked-after children are those who have been adopted, or have become subject to a child arrangements order 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 their exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

#### **Priority 2**

Children with brothers or sisters who currently attend the Crewe Engineering & Design UTC and are living at the same address. For these purposes, brothers and sisters must be living at the same address as your child. Siblings refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister. The definition does not include cousins or other family members sharing a house.

#### **Priority 3**

Those living in the catchment area. The 'catchment area' for the Crewe Engineering & Design UTC is defined in Table 1 below. The percentage split between each 'sub-catchment' area will be reviewed annually in line with changing demographics. Any changes to would be determined in September and would not take effect until the beginning of the Academic year two years later to allow for compliance with admissions code. This would mean that any changes identified in September 2017 would not take effect for entry in September 2019. Definitions of sub-catchment areas by postcode are provided in Appendix 1.



For September 2016, the initial 'sub-catchment' split for entry into Year 10 will be:

Table 1

<b>Sub-Catchment Area</b>	<b>% of remaining Places</b>
Crewe LAP (Local Area Partnership)	35%
Congleton LAP (includes Sandbach)	25%
Nantwich LAP	15%
Macclesfield LAP	5%
Staffordshire County	10%
Cheshire West and remaining Cheshire East LAPs	10%
Total	100%

When Year 10 is over-subscribed as a whole, a random allocation (lottery) process will be applied in each sub-catchment area that is over-subscribed, and these lotteries will determine the allocation of places within each over-subscribed area under Priority 3. (Note: the names of children allocated under Priorities 1 and 2 will not be required to be submitted to these lotteries as their places will already have been allocated.)

In the situation where Year 10 is over-subscribed as a whole, but one or more of the sub-catchment areas is under-subscribed, then all unsuccessful applicants from over-subscribed sub-catchment areas will be placed in a further and final 'lottery' for allocation to those places remaining within the overall PAN for 2016 of 100 pupils. This will be overseen by an independent panel of three adults.

#### **Priority 4**

Applications from outside of the catchment area defined in Table 1. If the school is oversubscribed within this criterion and a tie break is needed to determine who is admitted, a random allocation (lottery) process will be applied (see section 7 below).

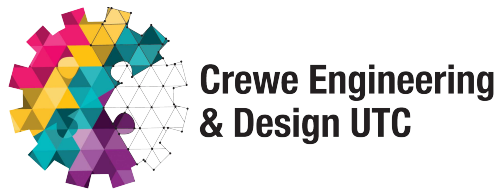
#### **Section 6: Applications for post-16 provision**

To be eligible for admission into Year 12 both internal and external pupils will firstly be expected to have met minimum academic entry requirements.

The entry criteria for post-16 programmes is 5A\*-D GCSE grades (or equivalent), including English Language and maths. For those learner wishing to study a level 3 course (e.g. GCE A/ AS level and Technical Levels), in September 2016 the minimum general academic requirement is 5A\*-C GCSE grades (or equivalent) including English Language and maths as well as the specific course requirements.

Minimum entry requirements for admission into Year 12 will be reviewed annually.

Once admitted to the UTC at Year 12, pupils will then need to satisfy minimum course requirements for the specific subjects they wish to take. If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing alternative courses that Crewe Engineering & Design UTC offers for which they do meet the minimum course requirements, providing these courses are not already full and oversubscribed.



Course requirements are published annually on the Crewe Engineering & Design UTC website in the post-16 prospectus.

For entry into Year 12 from September 2018, students who attended Crewe Engineering & Design UTC in Year 11 will have an automatic right to a place, so long as they meet the minimum entry requirements.

Crewe Engineering & Design UTC will admit into Year 12 any pupils with a statement of Special Educational Need or Education Health and Care Plan which names Crewe Engineering & Design UTC.

When Year 12 is undersubscribed all applicants meeting the minimum academic requirements will be admitted.

Where the Crewe Engineering & Design UTC receives more applications than it has places available in Year 12, the criteria listed below will apply, after the admission of children with a statement of Special Educational Needs or Education Health and Care Plan which names Crewe Engineering & Design UTC. The oversubscription criteria will be:

**Priority 1**

Looked-after children and previously Looked-after children.

Looked-after children and previously Looked-after children are those who have been adopted, or have become subject to a child arrangements order 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 their exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

**Priority 2**

Children with brothers or sisters who currently attend the Crewe Engineering & Design UTC and are living at the same address. For these purposes, brothers and sisters must be living at the same address as your child. Siblings refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister. The definition does not include cousins or other family members sharing a house.

**Priority 3**

The 'catchment area' for the Crewe Engineering & Design UTC is defined in Table 1. The percentage split between each 'sub-catchment' area will be reviewed annually in line with changing demographics.

For September 2016, the initial ‘sub-catchment’ split for allocation of places into Year 12 will be:

Table 2

<b>Sub-Catchment Area</b>	<b>% of remaining Places</b>
Crewe LAP (Local Area Partnership)	35%
Congleton LAP (includes Sandbach)	25%
Nantwich LAP	15%
Macclesfield LAP	5%
Staffordshire County	10%
Cheshire West and remaining Cheshire East LAPs	10%
<b>Total</b>	<b>100%</b>

When Year 12 is over-subscribed as a whole, a random allocation (lottery) process will be applied in each sub-catchment area that is over-subscribed, and these lotteries will determine the allocation of places within each over-subscribed area under Priority 3. (Note: the names of children allocated under Priorities 1 and 2 will not be required to be submitted to these lotteries as their places will already have been allocated.)

In the situation where Year 12 is over-subscribed as a whole, but one or more of the sub-catchment areas is under-subscribed, then all unsuccessful applicants from over-subscribed sub-catchment areas will be placed in a further and final ‘lottery’ for allocation to those places remaining within the overall PAN for 2016 of 100 pupils.

The distribution of numbers of places to sub-catchment areas will be reviewed on an annual basis.

#### **Priority 4**

Applications from outside of the catchment area defined in Table 2 above. If the school is oversubscribed within this criterion and a tiebreak is needed to determine who is admitted, a random allocation (lottery) process will be applied (see section 7 below).

#### **Section 7: Tie Break**

In the event of two or more applications that cannot otherwise be separated, Crewe Engineering & Design UTC will use a random allocation process as a tiebreak. This process will be overseen by an independent panel of three adults.

#### **Section 8: Late and in-year applications**

##### **Late applications**

All applications received after the deadline will be considered late applications. Late applications will be considered after those received on time. If, following consideration of all applicants, Crewe Engineering & Design UTC is oversubscribed, parents may request that their child is placed on the Crewe Engineering & Design UTC waiting list.



### **In-Year Applications**

For in-year entry (i.e. received after the beginning of term) to both Year 10 and Year 12 for the school year 2016-17, parents should apply direct to Crewe Engineering & Design UTC (see Admissions Team contact on the Crewe Engineering & Design UTC website: [www.utccrewe.co.uk](http://www.utccrewe.co.uk)).

For in-year applications to Year 10, when Crewe Engineering & Design UTC is oversubscribed, the applications will be considered against the oversubscription criteria outlined above. Anyone refused a place will have the right to appeal to an independent appeal panel.

For in-year applications to Year 12, if a place becomes available in Year 12 then a place will be offered to those applying who meet the minimum academic entry requirements. Where Crewe Engineering & Design UTC is oversubscribed, then these applications will be considered against the oversubscription criteria outlined above. Anyone refused a place will have the right to appeal to an independent appeal panel.

### **Section 9: Waiting Lists**

If Crewe Engineering & Design UTC is oversubscribed, names of all unsuccessful applicants will be placed on a waiting list. The list will be kept until 31st December of the admission year and will operate in accordance with the oversubscription criteria defined above. Waiting lists will be re-ordered in accordance with the oversubscription criteria whenever a child joins or leaves the waiting list.

### **Section 10: Appeals**

Parents who are dissatisfied with the decision of Crewe Engineering & Design UTC not to admit their child(ren) may appeal to an Independent Appeals Panel against that decision. The determination of the panel will be made in accordance with the School Admission Appeals Code and will be binding on all parties.

Crewe Engineering & Design UTC will use the independent appeals service provided by the local authority (Cheshire East). Independent Appeals Panels are appointed in accordance with the School Admission Appeals Code. Appeals should be made, in writing, to School Admissions (Appeals), Floor 7, c/o Municipal Buildings, Earle St, Crewe, Cheshire, CW1 2BJ or online at [www.cheshireeast.gov.uk/schools](http://www.cheshireeast.gov.uk/schools) within 20 school days from the date of notification that the application was unsuccessful.

## **Admissions Policy for Crewe Engineering & Design UTC**

### **Appendix 1**

#### **Definitions of sub-catchment areas by postcode**

The sub-catchment areas identified within Sections 5 and 6 are defined to apply to addresses with the following postcode prefixes:

<b>Sub-catchment area</b>	<b>Qualifying postcodes</b>
Crewe LAP (Local Area Partnership)	CW1, CW2, CW3
Congleton LAP (includes Sandbach)	CW4, CW10, CW11, CW12, ST7
Nantwich LAP	CW5
Macclesfield LAP	SK10, SK11



## Crewe Engineering & Design UTC

Staffordshire County	All remaining Staffordshire County and Stoke on Trent Council area postcodes ST1-6 and ST8-21
Cheshire West and remaining Cheshire East LAPs	Remaining Cheshire East Council postcode districts plus all Cheshire West and Chester Council postcode districts.