

REPORT TITLE:

AGENDA ITEM:

**Report audience: Local Governing Committee – UTC
Oxfordshire**

Meeting date: 21st November 2024

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Report purpose: Approved

EXECUTIVE SUMMARY

The LGC need to consider any changes that you would like made to the 2026/27 admissions procedure.

If any changes are made then we would need to follow the consultation process.

- There is no need to consult if the only change is to increase the published admissions number.
- Admission authorities must ensure that they adhere to any guidance issued by the School Placement and Admissions team relating to statutory changes.

Consultation Period – Minimum 6 Weeks

Between : 1st October 2024 – 31st January 2025

Admission authorities **MUST** consult with:

- A. Parents of children between the ages of Two and Eighteen
- B. Other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed arrangements
- C. All other admission authorities within the relevant area (except that primary schools need not consult secondary schools)
- D. Whichever of the governing body and the local authority who are not the admission authority
- E. Any adjoining neighbouring local authorities where the admission authority is the local authority (this only applies for community schools)
- F. In the case of faith schools, the body or person representing the religion or religious denomination.

The School Admission Code states that in most cases, by:

1. Publishing proposed arrangements on the school and LA website,
2. Communicating with parents with the link to the relevant page on the schools website

You will meet the statutory requirements of a public consultation.

UTC Oxfordshire - Admissions Policy for 2026-27 PROCEDURE FOR ADMITTING PUPILS TO THE UTC

Published Admission Number(s)

The UTC Oxfordshire has the following published admission number (PAN) for the UTC

	2020 and Beyond
Year 10	150
Year 11	150
Year 12	160
Year 13	140
TOTAL	600

Process of Application

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

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 2026, the deadline for application would be 31st December 2025). Offers of places will be made by the end of January immediately following the deadline (i.e. January 2026 for admission in September 2026). Places not accepted by the end of the following Month (i.e. February 2026 for admission in September 2026) will be re-allocated according to the procedures in section 5.

Consideration of Applications

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

Admission arrangements for 14-16 provision

The UTC is a regional facility and therefore gives priority to applications from Oxfordshire with catchment areas which include Newbury, Reading, Aylesbury and West Wycombe. Grouped post code areas have been defined as the method to ensure geographical spread. This means that applicants living close to UTC Oxfordshire, do not have priority over other applicants within the other areas.

A set percentage of places will be allocated for children resident in each of the grouped post code areas. A map showing these post code areas is attached at Appendix A.

As per clause 2.17 of the Schools Admissions Code (Admission of children outside their normal age group), 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 at the UTC. Decisions to admit will be on the basis of the circumstances of each case and subject to the UTC's oversubscription criteria. Parents will be informed of their statutory right to appeal. However, this right does not apply if they are offered a place in another year group at the UTC.

Special Education Needs

At Year 10, all pupils with an Educational Health Care Plan (EHCP) where UTC Oxfordshire is named on the statement, will be admitted. At Year 12, all pupils with statements of Special Educational Needs where UTC Oxfordshire is named on the statement, and who meet the minimum entry requirements for Year 12, will be admitted.

Procedures where UTC Oxfordshire is oversubscribed

After the admission of these pupils, and where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below in the order in which they are set out below:

1. A looked after child (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Siblings of students in attendance at the UTC in Years 10 to 12. These include brothers and sisters, half brothers and sisters and step brothers and sisters who share the same home. These also include adopted and foster brothers and sisters who share the same home.
3. Remaining places will be allocated as follows: a. 30% of places allocated to applicants within Area 1 which will include all postcodes in OX10, OX11 and OX14.
4. 30% of places allocated to applicants within Area 2 which will include all postcodes in OX1, OX4, OX12, OX13, OX44, OX49, RG14, RG18 and RG20.
5. 30% of places allocated to applicants within Area 3 which will include all postcodes in OX2, OX3, OX9, OX18, OX28, OX29, OX33, RG4, RG8, RG9, RG17, RG31 and SN7.
6. 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 Oxfordshire (straight line distance - using Ordnance Survey Data points of school and property) being admitted.

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 Oxfordshire will ensure that someone independent of the UTC supervises the random allocation processes.

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.

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 7 have been admitted will be distributed to those applicants who live outside of the post code areas using random allocation.

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.

If we are unable to distinguish between applicants (for instance, 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. Unsuccessful applicants will have a right of appeal to an independent admission appeals panel.

Late Applications

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, e.g. 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.

Other late applicants will only be considered alongside those on the continued interest (waiting list) if places have become available and will be allocated in line with the over-subscription criteria listed in Sections 8 and 9 above.

The timetable for the second allocation round for late applications is as follows:

- 31 December 2025 - Closing date for on-time applications
- 15 January 2026 - Letters (and email if you applied online) offering a school place will be dispatched on this date
- 18 March 2026 - Deadline for response forms, putting names on continued interest (waiting) lists, adding new preferences or making late applications
- 25 March 2026 - We start considering late applications and waiting lists
- 3 May 2026 - Letters offering places dispatched on this date

Where fewer than the published admission number(s) for the relevant year groups are received, the UTC Oxfordshire will offer places at UTC Oxfordshire to all those who have applied.

Post 16 admission criteria

UTC Oxfordshire will apply a minimum criterion in relation to academic entrance requirements for admission or transfer to UTC Oxfordshire sixth form.

In order to gain entry to the sixth form, both internal and external applicants must have passed English and Maths at grade 5-9. However, they will only be admitted to follow Level 3 vocational courses if they achieve 5 GCSEs at 9-5, in which case they also have the option of studying for A levels. Some individual A level courses will also have a minimum requirement for study. The UTC Oxfordshire Prospectus 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 Oxfordshire is named on the statement (and who meet the minimum academic entrance requirements), the criteria will be applied in the order of the oversubscription criteria set out in Section 8 above.

Applications for entry in September 2026 must be sent to the UTC to arrive by 1 February 2026. 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.

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 (or 'continued interest') lists

UTC Oxfordshire will operate a waiting list until the end of the academic year (31st July). Where in any year UTC Oxfordshire receives more applications for places than there are places available, a waiting list will be maintained by UTC Oxfordshire 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.

Children's position on the waiting list will be determined in accordance with the oversubscription criteria set out in Section 8.

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 UTC Oxfordshire

UTC Oxfordshire will participate in Oxfordshire County Council's In Year Fair Access Protocol.

Subject to any provisions in our admission arrangements relating to applications submitted for years other than the normal year of entry, the UTC Trust will consider all such applications and if the year group applied for has a place available, admit the child. If more applications are received than there are places available, the oversubscription criteria in Section 8, or for post-16 places Section 11, shall apply. Parents, and/or young person in the case of 6th form, whose application is turned down shall be entitled to appeal.

The Appeals Process

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 Oxfordshire. Parents or young person (6th form) wishing to appeal should write to UTC Oxfordshire stating the reasons for their appeal. The letter should be addressed to the Clerk to the Governors, UTC Oxfordshire Trust, Great Western Park, Didcot, OX11 7TG. Appeals will be heard by a panel which is independent of UTC Oxfordshire and the governors.

For 6th forms 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 11), 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.

As the Year 10 entry is following secondary timelines then the UTC will follow the timetable in Section 3, i.e. deadline for lodging appeals will allow appellants at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal.

