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

Meeting date: 12th November

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Report purpose: Approved

EXECUTIVE SUMMARY

The LGC are asked 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.

PROCEDURE FOR ADMITTING PUPILS TO UTC SWINDON

Introduction

The UTC Swindon has the following agreed admission number:

	2022 and Beyond
Year 10	120
Year 12	150

Consideration of Applications

UTC Swindon will consider all applications for places. Where there are fewer than the published admission number for any relevant age group, UTC Swindon will offer places to all those who have applied.

Procedures where UTC Swindon is oversubscribed

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 students with statements of Special Educational Needs where UTC Swindon is named as an appropriate provision on the statement, the criteria will be applied in the order in which they are set out below:

- 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.
- Remaining places will be allocated randomly within each group¹ as follows:
 - (i) 30% of places allocated to applicants resident at postcodes in **Postcode Group A**, which will include all postcodes in: SN5, SN7, SN9, SN10, SN25, GL7
 - (ii) 30% of places allocated to applicants resident at postcodes in **Postcode Group B**, which will include all postcodes in: SN1, SN2, SN6, SN8, SN11, SN26, OX18, GL8
 - (iii) 30% of places allocated to applicants resident at postcodes in **Postcode Group C**, which will include all postcodes in: SN3, SN4, SN15, SN16, RG17, OX12

¹ The postcode areas are grouped according to population density to provide an even spread of populations across the three areas.

- Remaining places will be allocated randomly to pupils living outside the areas listed in (i) – (iii)

The deadline for receipt of applications for entry to Year 10 in September is midnight on 31st December of the previous academic year (i.e. for entry in September 2025 this will be midnight on 31st December 2024).

Allocation of place notifications are sent out in January of the same calendar year as the September admission (i.e. for entry in September 2025 this will be January 2025)

If any of the groups (A, B or C) are undersubscribed, these places will be distributed equally to the groups that are oversubscribed. Places will then be offered using random allocation.

Applications from sets of twins or other children from multiple births will be treated as individual applicants, which may result in one multiple sibling being allocated a place under random allocation, and another not being allocated a place.

The random allocation will be independently verified.

Definitions

- The applicant's home address is the address where the applicant is registered with the local health surgery.
- 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.

Procedures for Admission to the Sixth Form (Years 12 and 13)

UTC Swindon will admit Year 12 students using criteria for admission as outlined above.

Places will be offered to external applicants in Year 12 after admission of UTC Swindon's own pupils progressing from Year 11.

UTC Swindon will not admit external applicants to its Sixth Form unless undersubscribed by pupils progressing from its own Year 11 and in such circumstances the same academic entry requirements as for pupils already on roll in UTC Swindon will apply. If there are any more applications from external applicants than places available, places will be allocated in line with the oversubscription criteria.

UTC Swindon will publish at the beginning of the academic year prior to admission academic entry criteria for the post-16 section of UTC Swindon based upon GCSE/technical or vocational qualification grades or other measures of prior attainment. Applicants from the UTC Swindon Year 11 who have met this criterion will have an automatic right of transfer to the post-16 section of the UTC.

Operation of Waiting Lists

UTC Swindon will operate a waiting list (in both phases). Where in any year UTC Swindon receives more applications for places than there are places available, a waiting list will operate until the end of the term finishing in December. This will be maintained by UTC Swindon 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.

Applicants' positions on the waiting list will be in accordance with the oversubscription described in paragraph 2-4. Where places become vacant they will be allocated to children on the waiting list in accordance with the ranking.

Late applications

Where applications are received after the published deadline and where places are still available, the UTC will run a random selection to decide upon the students to be offered a place.

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

UTC Swindon will participate in Swindon Borough 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 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 shall apply. Parents, and/or young person in the case of 6th form, whose application is turned down shall be entitled to appeal.

Administration of the Admissions Procedures

UTC Swindon will run its own admission scheme.

Appeals

There will be a right of appeal to an Independent Appeals Panel for internal pupils refused transfer and external applicants refused admission.

The appeals process will be run in line with statutory duties of the appeals code.