



**Health  
Futures**  
UTC

**Admissions Policy and  
Procedure**

Reviewed and approved: September 2019

Next review date: September 2020

# **HEALTH FUTURES UTC**

## **ADMISSIONS ARRANGEMENTS**

### **1. Introduction**

Health Futures UTC has a clear purpose and vision to provide and deliver exceptional, integrated academic and technical education, in a dynamic centre of excellence. This will create the next generation of healthcare practitioners, leaders and career scientists. Our Admission Policy reflects these aspirations.

Health Futures UTC is a state funded but independent co-educational school and sixth form catering for 14-19 year old students, drawn from Birmingham, the Black Country, Dudley, Sandwell, Walsall and Wolverhampton, Solihull and North Worcestershire.

The UTC is committed to straightforward, open fair and transparent admissions arrangements. The UTC will act fully in accordance with both the School Admissions Code (as revised February 2012) and the School Admission Appeals Codes, as they apply to academies. Both of these admissions codes will be referred to as “the codes” thereafter in this document.

Critical to the success of the UTC will be to ensure that students, drawn from across the West Midlands, are motivated to learn and develop skills, knowledge and understanding in health, social care and sciences that will underpin pathways into learning and employment in the health, social care and science sectors. It is envisaged that students will self-select to apply to the UTC on the basis of access to information about what is on offer and the potential career pathways. Targeted marketing material, backed up by a local network of employer partners will seek to ensure that the UTC attracts students with an interest in its specialisms.

### **2. The Published Admission Number (PAN)**

The UTC will serve students between the ages of 14 and 19. The UTC has published admissions number of 150 for year 10 and 150 for year 12.

If more applications are received than there are places available, the oversubscription criteria in section 7 will apply. Parents and students whose applications are turned down are entitled to appeal.

If the UTC is undersubscribed, all applicants will be offered a place (post-16 applicants must meet the minimum entry requirements).

### **3. Application process at age 14**

Applications for admission to year 10 should be made directly to the UTC, either through our website or in writing using our application form. **The deadline for applications is 30<sup>th</sup> November.**

If more than 150 students have applied then the oversubscription criteria detailed in Section 7 will be applied.

Offers for admission will be made during December. Acceptances must be received by 28<sup>th</sup> February. Offers that are not accepted by that date may be withdrawn so that other prospective students can be admitted.

Late applications (those received after 31<sup>st</sup> November) will be considered in accordance with the provisions set out in Section 10.

Enquiries regarding admissions for entry outside of the normal annual process (in year admissions) should be made directly to the UTC. In year admissions will be dealt with in line with Sandwell LA procedures and may include referral to Fair Access. Only if a place is available and there are no students on the waiting list then an application for admission can be made.

Inaccurate or false information within any application may lead to the place being withdrawn.

### **4. Application process post 16**

Applications for admission to year 12 should be made directly to the UTC, either through our website or in writing using our application form. **The deadline for applications is 31<sup>st</sup> January.**

There are a variety of post-16 courses on offer each with different entry requirements. Full details of these will be published annually. Applicants should contact the UTC for further information.

Specific courses also have minimum academic entry criteria which students must satisfy. If either internal or external applicants fail to meet the minimum course requirements they may be given the option of pursuing any alternative courses the UTC offers for which they do meet the minimum academic requirements, providing these courses are not already full and oversubscribed.

Where the UTC's post-16 provision is under-subscribed by students progressing from year 11, the UTC will accept applications from external candidates, applying the same academic entry requirements as it does to students already on roll in the UTC. These requirements will be published annually on the UTC's website and prospectus.

In considering the admission of post-16 students to Health Futures UTC the attendance and behaviour records of applicants will be taken into account. If these indicate that a student is unable to meet the standards of Health Futures UTC then a student may be declined a place and have any offer withdrawn.

When there are more external applicants that satisfy any academic entry requirements than the published admissions number, priority will be given in the order stated in the oversubscription criteria in Section 7.

Late applications (those received after 31<sup>st</sup> January) will be considered in accordance with the provisions set out in Section 9.

Enquiries regarding admissions for entry outside of the normal annual process (in year admissions) should be made directly to the UTC. If a place is available and there are no students on the waiting list then an application for admission can be made.

Inaccurate or false information within any application may lead to the place being withdrawn.

## **5. Timetable for admissions**

**30<sup>th</sup> November:** Deadline for applications for admission at age 14

**31<sup>st</sup> January:** Deadline for applications for admission at age 16

**30<sup>th</sup> March:** Deadline for submission of appeals against a decision not to admit

**18<sup>th</sup> – 22<sup>nd</sup> May:** Consideration of appeals

## **Special Educational Needs**

Those who hold an Educational Health Care Plan (EHCP) and where the Health Futures UTC is named on the EHCP will be admitted. For Post-16, SEND applicants must meet the minimum entry requirements.

## **6. Oversubscription Criteria (for each year of entry)**

The UTC's approach to over-subscription criteria and its admissions policy are designed to seek to achieve a broad and balanced intake, within the context of the School Admission Code and the School Admission Appeals Code and admissions law. Given the specialist nature and age range of the UTC, no preference will be given to siblings.

Where the number of applications for admission is greater than the published admission number, and after the admission of pupils with EHCP's that name the UTC, applications for the UTC will be considered against the following criteria:

### **Criterion 1:**

Children in the care of the local authority or who have previously been in care and are now adopted, or who are subject to a residence order or special guardianship order.

**Criterion 2:**

Students for whom a place at the UTC is essential on medical or social grounds, where there are specific medical or social circumstances that can be met only by the child's attendance at the UTC and the case is supported in writing by a medical practitioner or a social worker. This evidence must set out the particular reasons why the UTC is the most suitable school and the difficulties that would be caused if the child had to attend another school.

**Criterion 3:**

In order to meet the desire for the UTC to be a specialist sub-regional facility, a zoned admissions framework, based on the distance from the nearest nodal point to one of the 7 nodal transport points, will be used. The UTC will seek to recruit up to the maximum allocation for each nodal transport point. The balance of places allocated to the nodal transport points seeks to reflect relative cohort size across the catchment area. Distance from 7 nodal points with priority for admissions given to those who live nearest:

- Up to 20 places allocated whereby priority is given to applicants who live closest to Dudley Bus Station.
- Up to 20 places will be allocated whereby priority is given to applicants who live closest to Walsall Railway Station.
- Up to 20 places allocated whereby priority is given to applicants who live closest West Bromwich Bus Station.
- Up to 20 places allocated whereby priority is given to applicants who live closest to Wolverhampton Railway Station.
- Up to 50 places will be allocated whereby priority is given to applicants who live closest to Birmingham New Street Railway Station.
- Up to 10 places will be allocated whereby priority is given to applicants who live closest to Marston Green Railway Station (Solihull).
- Up to 10 places will be allocated whereby priority is given to applicants who live closest to Worcester Railway Station.

If a nodal point is undersubscribed the remaining places will be reallocated to the oversubscribed nodal points by random allocation. Distances will be measured using electronic measurement by straight line from the front door of the home address to the post office address point of the nodal point. In the case of flats or multiple occupancy houses measurements will be taken from the main entrance of the building. Home address means the address where a child is resident for the majority of the week (Sunday to Saturday), if there is any doubt about this, the address of the child's registered doctor will be used.

**7. Tie break**

In the event of two or more applications that cannot otherwise be separated, places will be allocated randomly by a process overseen by someone independent of the UTC.

## **8. Waiting List Provisions**

Where in any year the UTC receives more applications for places than there are places available, a waiting list will operate until the end of the calendar year. 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 solely in accordance with the UTC's published oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

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 others on a waiting list.

## **9. Late Application Policy**

Applications received after the closing date will be classed as late applications. Late applications will be considered for places after those applications that were received by the closing date. Late applications received up to four weeks after the closing date may be considered as being on-time but only where there are exceptional circumstances. In these cases the circumstances must be given in writing at the time of application.

Applications received more than 4 weeks after the closing date will be considered only after all other applications, on a monthly basis with any offers that are made having a clear deadline for acceptance after which time offers may be withdrawn.

## **10. The Appeals Process**

Parents whose child is not offered a place at the school will be informed of the reason for this and given details of the appeal process. The UTC will establish and maintain an Independent Appeals Panel and appoint an Independent Clerk. There will be a right of appeal to the Appeals Panel for all external applicants refused admission to the UTC and internal students refused transfer to the UTC's Post 16 provision, compliant with the School Appeals Code. The Appeals Panel will be independent of the UTC and will be composed of three members, including: at least one lay member who has no personal experience of the UTC and at least one person with experience in education. One person will act as Chair of the Panel.

Parents wishing to appeal against an admission decision should send their appeal to the Clerk of the Appeal Panel, whose address is available on the UTC's website. Parents will normally have 20 school days to lodge an appeal after notification of a place not being offered at the UTC. The notification will indicate the reasons for refusal of a place and of the right of appeal. Parents will be given 14 days (10 school days) notice of the appeal hearing, unless they agree to a shorter period of notice. The Panel will consider the case put forward by the Parents and the UTC. They will consider the

admission arrangements for the UTC and the reason why the child wants to attend the UTC and will be binding on all parties.

The Clerk to the Appeal Panel will, if possible, inform parents of the Appeal Panel's decision on the day of the hearing. The decision will also be sent to the parents in writing within 5 school days of the date of the hearing. In the case of unsuccessful appeals, the Appeal Panel will give the parents their reasons for not upholding the appeal.

### **11. Monitoring Evaluation and Review**

This policy will be reviewed **annually** by the Assistant Principal Inclusion and the Principal. It will also be updated if any changes to the information are made during the year.

It will be approved by the governing board.

The Principal will report to the Governors relevant aspects of the working of the policy as appropriate.

#### **Signed by**

\_\_\_\_\_ Chair of Governors Date: \_\_\_\_\_

\_\_\_\_\_ Principal Date: \_\_\_\_\_

The Governors will review the policy annually or as appropriate.