

## **Name of UTC: Energy Coast UTC**

### **Introduction**

The Educational Vision for the Energy Coast UTC (ECUTC) is: *'Energising our young people and Britain's Energy Coast through innovative, vocationally – focussed education and training, to achieve high standards and excellence'*

This document sets out the admission arrangements for the ECUTC reflecting that vision, mission and ethos.

Notwithstanding these arrangements, the Secretary of State may direct the ECUTC to admit a named student to the ECUTC on application from a Local Authority.

The ECUTC will 'opt out' of the Local Authority co-ordination of admissions arrangements and manage this themselves, in academic year 2013/14. In subsequent years ECUTC will take part in any Admissions Forum set up by the Cumbria County Council local authority ("LA") and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA and the local Fair Access Protocol.

The Catchment Area Priority Zones for the ECUTC is defined as West Cumbria (see map – Appendix A). However this does not preclude anyone from outside West Cumbria making an application. The catchment area reflects a geographical balance of representation across the eleven community towns defined by West Cumbria Local Strategic Partnership. Based on a percentage population calculation, the maximum number of places for each town has been identified, detailed within the table at "Oversubscription Criteria III" below.

ECUTC address is Lillyhall Business Park, Workington. Note: option analysis is ongoing to determine exact site location. For reference as at 30/8/12, 3 adjacent site options are being investigated with postcode references: CA14 4JW, CA14 4HX and CA14 4JN

### **The Published Admission Number**

Planned Student Admission Number for ECUTC						
	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
Year 10	80	120	140	140	140	140
Year 12	60	100	40	20	0	0

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From 2016/17 onwards the Published Admissions Number for the ECUTC for entry into Year 10 is 140. As a transitional measure as the UTC builds to full capacity, in academic year 2014/15 there will be 80 Year 10 places available and in academic year 2015/16 there will be 120 Year 10 places available.

From academic year 2018/19 priority will be given to the ECUTC Year 11 progressing to Year 12 and therefore the UTC will not admit external applicants into Year 12, unless it is undersubscribed by its own students. In such circumstances it will apply the same academic entry requirements as it does to learners already on roll in the UTC.

As a transitional measure, in the academic year 2014/15 there will be 60 places available in Year 12, in 2015/16 academic year there will be 100 places available, in 2016/17 there will be 40 places, and in 2017/18 there will be 20 places in Year 12 offered to external applicants.

The arrangements for admission of applicants as the ECUTC builds to its full capacity are that the ECUTC will open in September 2014 with a published admissions number relating to students in Year 10 and Year 12. In 2014 there will be no students in Years 11 and 13. The plan is to reach full capacity by 2018/19.

The ECUTC will not set an admission number higher than its published pupil admission number for any specific year. Students will not be admitted above the published pupil admission number unless exceptional circumstances apply or as part of Cumbria's in year Fair Access protocol.

### **Admission into the ECUTC**

The ECUTC Trust will be open to a wide range of students in the year of entry in line with its declared vision and ethos, and to ensure that the UTC serves the West Cumbria catchment area. Year 10 target student recruitment will be drawn from applicants living in the defined catchment area, in the first instance, and thereafter any vacancies can be filled from outside West Cumbria.

#### a) Arrangements for Admission into Year 10

All Learners with statements of Special Educational Needs where the ECUTC is named on the statement will be admitted.

The ECUTC will consider all applications for places and where fewer than the Published Admission Number for Year 10 are received, an offer of a place will be made to all Year 9 applicants (although exceptions will be made where an

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applicant has previously been permanently excluded twice from any schools or learning organisations and the date of the last permanent exclusion is within two years of the application closing date).

### b) Oversubscription Criteria

In the circumstances that ECUTC is oversubscribed; i.e. the number of applications is greater than the Published Admissions Number, the following criteria in rank order will be used to allocate places:-

- I. Applicants who are, or who have previously been, in the care of a Local Authority; ie. children in public care (looked after children) and adopted children who were previously looked after.
- II. Applicants whose siblings already attend the ECUTC and continue to do so on the date of admission. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
- III. Applicants residing (using the home address registered with their doctor) in the eleven community town areas defined by West Cumbria LSP using each of the community town areas of the catchment area, which are all within Cumbria County Council area, (see Appendix A West Cumbria Community Towns) in the percentages set out below. Places will be filled through independently verified random selection of all applicants residing in each community town area:

Community Town	U16s in Locality as a % of West Cumbria U16s <i>source ONS 2007</i>	Maximum Number of Places in relation to Year 10 steady state from 2016/17
Workington	18.92%	27
Maryport	9.58%	13
Cockermouth	9.22%	13
Wigton	8.23%	12
Silloth	2.97%	4

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Aspatria	3.90%	5
Keswick	3.46%	5
Whitehaven	19.51%	27
Cleator Moor	7.91%	11
Egremont	7.50%	11
Copeland	8.33%	12

- IV. If places remain unfilled from any of the eleven community town areas, they will be redistributed to the oversubscribed community town areas, using random selection.
- V. Students residing outside the Catchment Area Priority Zones with priority being given to those living nearest to the ECUTC as measured in a straight line from the applicant's home address to the front gates of the ECUTC using the Local Authority's computerised measuring system. This criterion will not come into operation until all applicants who live in the priority zones have been offered places. If the ECUTC is unable to distinguish between applicants on the basis of distance, then random selection will be used to allocate the available places.

**Tie-break** - Should there be a need for a tie breaker for two or more applicants that cannot be otherwise separated, the decision will be made by independently verified random selection to determine which applicant is offered a place.

Applications from sets of twins or other children from multiple births will be considered together as one application, the one decision impacting on all the children concerned.

Unsuccessful applicants will have a right of appeal to an independent admission appeals panel [see Appeals Section]

### c) Arrangements for admissions to post 16 provision

All applicants with statements of Special Educational Needs where the ECUTC is named on the statement who meet the minimum academic entry requirements will be admitted.

The ECUTC will consider all applications for places and where fewer than the Published Admission Number for Year 12 an offer of a place will be made to all applicants who meet the minimum academic entry requirements (although

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exceptions will be made where an applicant has previously been permanently excluded twice from any schools or learning organisations and the date of the last permanent exclusion is within two years of the application closing date).

All internal Year 11 Students meeting the minimum academic entry requirements will not be required to apply to transfer into Year 12.

Priority will be given to applicants who meet the minimum academic entry requirements (for academic entry criteria, see below) and who are, or who have previously been, in the care of a Local Authority; ie. children in public care (looked after children) and adopted children who were previously looked after.

For admission into Year 12, The ECUTC will publish its criteria for 'Entry to the Learning Pathways' based on prior attainment; e.g. GCSE (and other) grades, via the Prospectus and online. The ECUTC will apply the same minimum academic entry criteria to both internal and external students/applicants, who will be expected to meet the programme specific requirements set out in the ECUTC's Prospectus.

The minimum entry requirements for students to gain entry into Year 12 are that you will need to possess a relevant full level 1 qualification or a standard of literacy and numeracy supported by a general education equivalent or hold four GCSE's grade D-G, these should include Maths, Science and English.

Students wishing to undertake advanced courses (A-Levels or equivalent) must have achieved 5 or more A\* - C GCSE's including Maths and English Language or a full level 2 equivalent with Maths and English GCSE at A\* - C GCSE's grade .

For external applicants meeting the minimum academic entry requirements, if a tie-break is necessary to determine who is admitted, the ECUTC will apply a random allocation process which will be independently overseen.

There will be a right of appeal to an Independent Admission Appeals Panel for unsuccessful internal and external applicants [see Appeals Section].

d) Arrangements for admitting applicants to other year groups, including to replace any learners who have left the ECUTC

Where a place becomes available within another Year Group for example should a Year 11 or Year 13 student leave, the ECUTC may admit additional students using the oversubscription criteria above only if it is practicable and in the interests of the student(s) to do so. In year applications should be made directly to the ECUTC at the address given overleaf.

## **Waiting List**

### Operation of Waiting Lists:-

- Subject to any provisions regarding waiting lists in Cumbria County Council's co-ordinated admission scheme, the college will operate a waiting list.
- Where, in any year, the ECUTC receives more applications for places than there are places available, a waiting list will operate until the end of the Autumn term; i.e. the Christmas break.
- The waiting list will be maintained by the ECUTC and it will be open to any parent/carer to ask for their applicant's name to be placed on the waiting list following an unsuccessful application.
- An applicant's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above.
- Where places become vacant they will be allocated to applicants on the waiting list in accordance with the oversubscription criteria.
- Should an applicant join the waiting list with higher priority under the oversubscription criteria than others already on the list, they should be ranked appropriately, without reference to when they were placed on the waiting list.
- Placing an applicant's name on the waiting list does not affect the parent/carer's right of appeal against an unsuccessful application.

## **Late Applications**

Applications received after the closing date which will be 30<sup>th</sup> April 2014 for the first year) will only be considered alongside those applicants who have applied on time if there are exceptional reasons for the late application, i.e. a major change of circumstance. In the case of oversubscription the procedure outlined in b. (I - V) will apply. A late application will not affect the right of appeal or the right to be placed on the waiting list.

For 2015/16 entrance applications will be considered within the terms of the Cumbria County Council co-ordinated admissions scheme (date 31<sup>st</sup> October 2014). Cumbria County Council will co-ordinate late applications to ensure consistency.

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### **The Appeals Process**

If any child is refused a place at ECUTC their parent(s) / carer(s) will be made aware of their right to appeal to an independent appeal panel. Information about their right to appeal will be sent to unsuccessful applicants at the time their application is refused.

There will be a right of appeal to an Independent Appeals Panel for applicants refused admission into The Energy Coast UTC Year 10.

There will be a right of appeal to an Independent Appeals Panel for internal students refused transfer to Post-16 provision and external applicants refused admission.

The ECUTC will co-ordinate the appeals process and those wishing to appeal should put their intention in writing to the Principal, at the address given in section 1 above, within 20 school days of receiving the refusal notification.

The decision of the Independent Appeals Panel will be final.

The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education.

### **Monitoring Impact & Review**

The policy is to be reviewed annually and any changes will be consulted upon. The arrangements will be consulted upon at least every 7 years.

Appendix A West Cumbria Community Towns

