

SGS Berkeley Green UTC

Admissions Policy – September 2019

Section 1 Introductory Statement

SGS Berkeley Green UTC is a 14-19 school with a curriculum specialising in Engineering, Design and Digital/Cyber. SGS Berkeley Green UTC has strong partnership arrangements with employers supporting onward progression to higher education and employment. Our Admissions Policy reflects these aspirations.

SGS Berkeley Green UTC will provide school places for young people aged 14 to 19 and the admissions arrangements for the year group 2019 intake are set out below.

SGS Berkeley Green UTC is committed to straightforward, open, fair and transparent admissions arrangement. The school will act fully in accordance with the School Admissions Code (as revised December 2014), the School Admissions Appeals Code and admissions law as they apply to Academies.

Section 2 Application process

SGS Berkeley Green UTC will manage their own admissions and applications should be made directly to the UTC in order to support transition arrangements to the UTC.

Copies of the application form are available from the Admissions Team at SGS Berkeley Green UTC office@berkeleygreenutc.org.uk or online at www.berkeleygreenutc.org.uk

Applications must be made by 31st January 2019. Offers of places will be made by letter from 15th February 2018.

Inaccurate or false information on the form could result in the place being withdrawn.

Section 3 Published Admission Number

In 2019 the Year 10 Pan is 110 and Year 12 is 170.

At full capacity, SGS Berkeley Green UTC has an agreed Published Admission Number (PAN) of 130 per year for admission into Year 10 and will admit up to this number each year.

As a transitional measure as SGS Berkeley Green UTC builds to full capacity, the PAN is 110 in 2018, 110 in 2019 and 130 in 2020.

For each year, all applicants will be admitted if fewer applications than the PAN are received.

SGS Berkeley Green UTC will offer post-16 provision for a maximum total of 400 pupils. 200 places overall will be available in Year 12 (the Year 12 'capacity').

As SGS Berkeley Green UTC builds to full capacity the post-16 PAN+ is, 130 in 2018, 170 in 2019 and 200 in 2020.

Section 4: Special Educational Needs

Children with an Education Health and Care Plan (EHCP) where SGS Berkeley Green UTC is named on the statement will be admitted to SGS Berkeley Green UTC.

Section 5 Oversubscription Criteria

Where the school receives more applications than it has places available, the criteria listed below will apply, after the admission of children with a statement of Education Health and Care Plans which names SGS Berkeley Green UTC. The oversubscription criteria will be:

- Looked after children or children who were previously Looked-after. 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 the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
- Pupils who are eligible for the pupil premium. Parents/guardians will be required to provide evidence of eligibility and the school may request confirmation from the applicant's home local authority. Children given priority under this criterion fall into the following categories
 - children currently registered as eligible for free school meals and children who have been registered as eligible for free school meals at any point in the last six years; and
 - children whose parent(s) are serving in the regular UK armed forces, to the children of regular armed forces personnel who were serving in the past 3 years, or to children who are in receipt of a pension under the Armed Forces Compensation Scheme and the War Pensions Scheme because their parent(s) died on active service with the UK armed forces.
- A maximum of 60% of the remaining places will be allocated to applicants who reside in the inner catchment area (once the first two criteria have been taken into consideration), which is defined as:
 - a. Home address within 15 miles (straight line distance) of SGS Berkeley Green UTC
- Any other child living outside the catchment area(s)
- Places will be allocated randomly supervised by someone independent from the school

Please note that home address is the address where the learner is resident for the majority of the week, Sunday to Saturday. If a child spends equal time at more than one address, the address used will be that which is registered with their doctor. Also we do not prioritise siblings of former or existing students at the UTC.

In the case of flats or multiple occupancy houses measurement will be taken from the main entrance of the building. If this results in a tie, places will be allocated randomly by a process overseen by someone independent of the school.

Section 6 Applications for post-16 provision

There are a variety of post-16 courses on offer each with different entry requirements. Full details of these will be published annually in the post-16 prospectus and applicants should contact the school for information.

To be eligible for entry into Year 12 both internal and external pupils will be expected to have met the minimum academic entry requirements for the post-16 course and its level of qualification:

These are:

For level 3 courses: 5+ 9-4 (or equivalent) grades at GCSE including English and Maths

SGS Berkeley Green UTC will admit any pupils with an Education Health and Care Plan whose statement names SGS Berkeley Green UTC and who meet the minimum entry requirements.

In addition to the post-16 minimum academic entry requirements, pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If either pupils progressing from Year 11 or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses at our partner SGS College for which they do meet the minimum academic requirements, providing these courses are not already full and oversubscribed. Course requirements are published annually on the school's website in the post-16 prospectus.

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

When there are more external applicants that satisfy any academic entry requirements than the Published Admission Number, priority will be given in the following order:

- Looked after children or children who were previously Looked-after. 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 the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
- Pupils who are eligible for the pupil premium. Parents/guardians will be required to provide evidence of eligibility and the school may request confirmation from the applicant's home local authority. Children given priority under this criterion fall into the following categories
 - children currently registered as eligible for free school meals and children who have been registered as eligible for free school meals at any point in the last six years; and

- children whose parent(s) are serving in the regular UK armed forces, to the children of regular armed forces personnel who were serving in the past 3 years, or to children who are in receipt of a pension under the Armed Forces Compensation Scheme and the War Pensions Scheme because their parent(s) died on active service with the UK armed forces.
- Pupils who are progressing from Key Stage 4 at the UTC
- A maximum of 60% of the places will be allocated to applicants who reside in the inner catchment area (once the first two criteria have been taken into consideration), which is defined as:
 - a. Home address within 15 miles (straight line distance) of SGS Berkeley Green UTC
- Any other child living outside the catchment area(s)
- Places will be allocated randomly supervised by someone independent from the school

Please note that home address is the address where the learner is resident for the majority of the week, Sunday to Saturday. If a child spends equal time at more than one address, the address used will be that which is registered with their doctor. Also we do not prioritise siblings of former or existing students at the UTC.

In the case of flats or multiple occupancy houses measurement will be taken from the main entrance of the building. If this results in a tie, places will be allocated randomly by a process overseen by someone independent of the school.

Section 8 Tie break

In the event of two or more applications that cannot otherwise be separated, the school will use distance to SGS Berkeley Green UTC as a tie-break (measured from the UTC front gate to the home front door).

Section 9 Offers of places

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

Section 10 Waiting Lists

If the school is oversubscribed, names of all unsuccessful applicants will be placed on a waiting list. The list will be kept until the end of the first term and will operate in accordance with the oversubscription criteria defined above. Whenever a new applicant is added to or removed from the waiting list, the list will be reordered in accordance with the oversubscription criteria.

Section 11 Appeals

Parents who are dissatisfied with the school's decision 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 and will be binding on all parties.

Appeals should be made, in writing, to the Clerk of the Independent Appeals Panel SGS Berkeley Green UTC (co. SGS College, Stratford Rd, Stroud, GL5 4AH) within 20 school days from the date of notification that the application was unsuccessful.

Section 12 Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group. The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request.

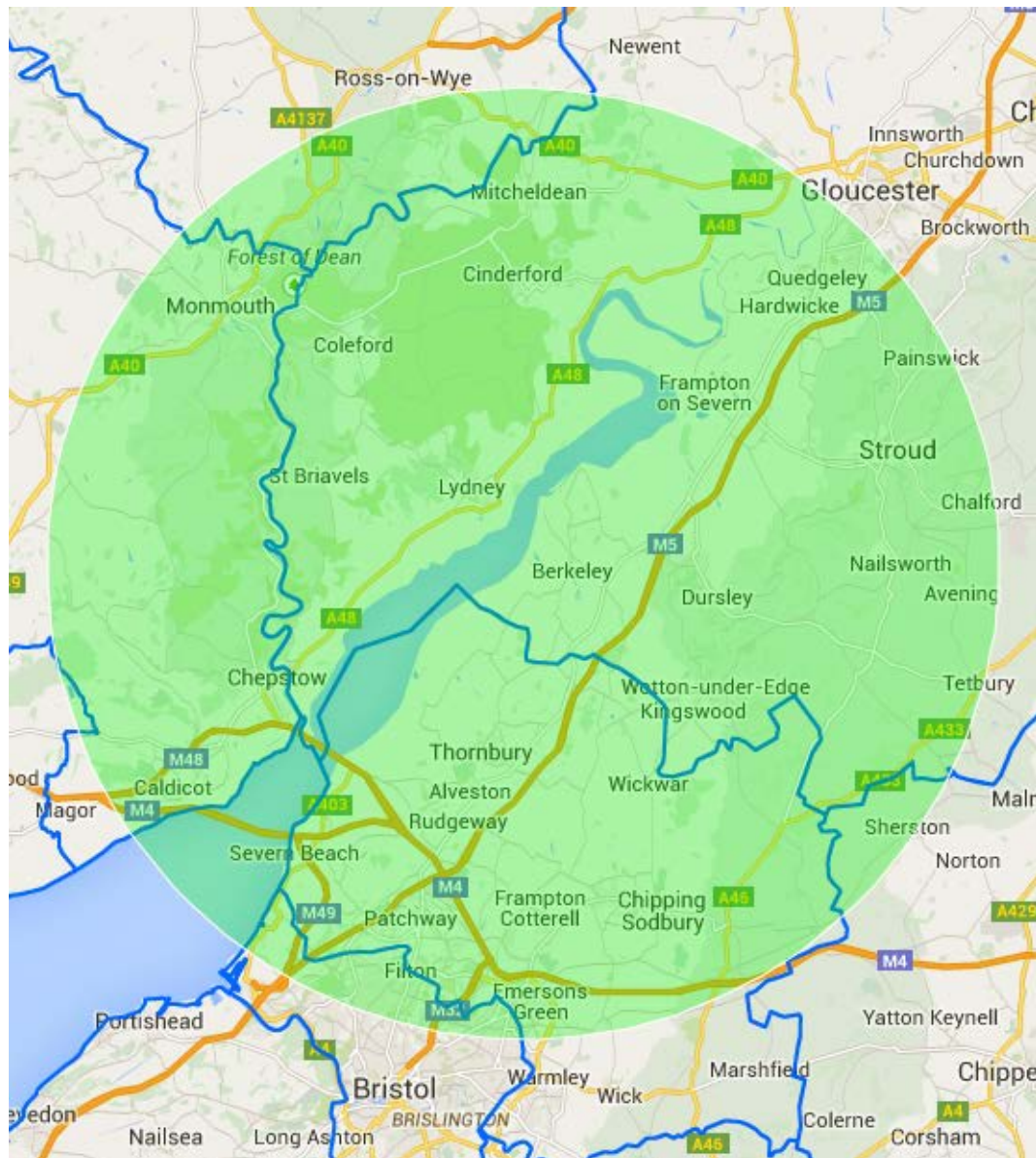
Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

Appendix A - Map showing Distances from Berkeley Green UTC



Please note:

The shaded area indicates 15 mile radius from Berkeley Green UTC

More detailed maps are available on request or by following the following [link](#) and using the postcode GL13 FB.

Appendix B – Application Form – Transferring Learners (Year 10)

Application Form

SGS Berkeley Green UTC

SGS Berkeley Green UTC is a University Technical College for students between 14 and 18 years, specialising in advanced manufacturing and digital technologies.

Application form for entry into Year 10 - September 2019

Please complete this form in BLOCK CAPITALS and in BLACK INK and return it before 31st January 2019 to: **The Admissions Team, SGS Berkeley Green UTC, Gloucestershire Science and Technology Park, Berkeley, GL13 9FB.** Alternatively you can apply online at www.berkeleygreenutc.org.uk.

Please note: This form should ONLY be completed by the parent or carer of the child.

A: Pupil details

First name.....Middle name.....Last name.....

Gender: M F Date of birth.....

Current residential address

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Postcode.....

Home telephone no.....

Does your child have an Education and Health Care (EHC) Plan?

(Please tick) Yes/No

Is the child a looked after child (currently in the care of a local authority)?

(Please tick) Yes.....No.....

If yes then please state which local authority.....

Is the child eligible for pupil premium? *(Please tick) Yes.....No.....*

B: Parent(s)/carer(s) details – the application should be made by the parent/carer that your child normally lives with. See the enclosed information for further details.

Parent/carer

Forename(s).....

Surname.....

Relationship to pupil.....

Do you have parental responsibility for this child?

(Please tick) Yes..... No.....

Home telephone no.....

Daytime telephone no.....

Mobile no.....

Email.....

Home address (if different from above).....

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..... Postcode.....

Crown service (please tick) Yes.....No.....

Please select 'Yes' if you are applying for a place for a child of UK service personnel or other Crown servants. You may be asked for an official MoD, FCO or GCHQ letter declaring your relocation date.

C: Exceptional Social or Medical reasons for your choice of school.

(Professional evidence will be required, by 31st Jan 2019).

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D: Additional information

Chosen course of study

What interests your child in studying at SGS Berkeley Green UTC?

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What are your child's reasons for applying?

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What career does your child wish to progress into and why?

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How would you child travel to the UTC?

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How did you find out about SGS Berkeley Green UTC?

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Any additional information?

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E: Declaration: I have read the information for parents before completing this form, and I:

- 1. Certify that, to the best of my knowledge, the details I have provided are correct. I understand that a place offered on the basis of inaccurate information may be withdrawn. I understand that the local authority may undertake checks to verify information provided.
- 2. Certify that I have legal responsibility for the child.

Signed..... Date.....

Name *(please print)*.....

If you have any further queries please contact the admissions team; details are on the front of this form. The information provided on this form will be used in accordance with the Data Protection Act 1998. Information may be shared with other local authorities under coordinated admission arrangements and health personnel where appropriate.

Appendix C – Application Form – Transferring Learners (Year 12)

Application Form

SGS Berkeley Green UTC

SGS Berkeley Green UTC is a University Technical College for students between 14 and 18 years, specialising in advanced manufacturing and digital technologies.

Application form for entry into Year 12 - September 2019

Please complete this form in BLOCK CAPITALS and in BLACK INK and return it before 31st January 2019 to: **The Admissions Team, SGS Berkeley Green UTC, Gloucestershire Science and Technology Park, Berkeley, GL13 9FB.** Alternatively you can apply online at www.berkeleygreenutc.org.uk.

Please note: This form should ONLY be completed by the parent or carer of the child.

A: Pupil details

First name.....Middle name.....Last name.....

Gender: M F Date of birth.....

Current residential address

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Postcode.....

Home telephone no.....

Does your child have an Education and Health Care (EHC) Plan?
 (Please tick) Yes/No

Is the child a looked after child (currently in the care of a local authority)?
 (Please tick) Yes.....No.....

If yes then please state which local authority.....

Is the child eligible for pupil premium? (Please tick) Yes.....No.....

B: Parent(s)/carer(s) details – the application should be made by the parent/carer that your child normally lives with.

Parent/carer

Forename(s).....

Surname.....

Relationship to pupil.....

Do you have parental responsibility for this child?

(Please tick) Yes..... No.....

Home telephone no.....

Daytime telephone no.....

Mobile no.....

Email.....

Home address (if different from above).....

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..... Postcode.....

Crown service (please tick) Yes.....No.....

Please select 'Yes' if you are applying for a place for a child of UK service personnel or other Crown servants. You may be asked for an official MoD, FCO or GCHQ letter declaring your relocation date.

C: Exceptional Social or Medical reasons for your choice of school.

(Professional evidence will be required, by 31st January 2019).

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D: Additional information

Chosen course of study

What interests your child in studying at SGS Berkeley Green UTC?

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What are your child's reasons for applying?

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What career does your child wish to progress into and why?

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How would you child travel to the UTC?

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How did you find out about SGS Berkeley Green UTC?

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Any additional information?

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Signed..... Date.....

Name *(please print)*.....

If you have any further queries please contact the admissions team; details are on the front of this form. The information provided on this form will be used in accordance with the Data Protection Act 1998. Information may be shared with other local authorities under coordinated admission arrangements and health personnel where appropriate.