



# Admissions Policy

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## Revisions Log

<b>Date</b>	<b>Pages/Whole Document</b>	<b>Description of Change</b>	<b>Origin of Change (e.g. Routine Update, request for Review)</b>
22/02/23	whole	Annual update and reformatting	routine
25/05/23		Admissions deadline review	Review of procedures

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## 1. Aims

- 1.1 This policy aims to:
- Explain how to apply for a place at the Crewe Engineering & Design UTC
  - Set out the school's arrangements for allocating places to the pupils who apply
  - Explain how to appeal against a decision not to offer your child a place

## 2. Legislation and statutory requirements

- 2.1 This policy is based on the following advice from the Department for Education (DfE):
- [School Admissions Code 2021](#)
  - [School Admission Appeals Code](#)
- 2.2 As an academy the Crewe Engineering & Design UTC is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).
- 2.3 This policy complies with our funding agreement and articles of association.

## 3. Definitions

- 3.1 **Looked-after children** are children who, at the date of making an application to the Crewe Engineering & Design UTC, are:
- In the care of a local authority, or
  - Being provided with accommodation by a local authority in exercise of its social services functions
- 3.2 **Previously looked-after children** are children who were looked after, but ceased to be so because they:
- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
  - Became subject to a child arrangements order, or
  - Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

## 4. How to apply

- 4.1 Crewe Engineering & Design UTC will manage its own admissions for both Year-10 and Year-12. Applications should be made directly to the Crewe Engineering & Design UTC.

- 4.2 Applications should be submitted via the online application form, link available from our website [www.utccrewe.co.uk](http://www.utccrewe.co.uk)
- 4.3 Applications for Year-12 must be made by 23.59 hrs on 31st January in the year in which the pupil intends to start the course (in September). Offers of places will be made by letter or email by 1st March of this year.
- 4.4 Applications for Year-10 must be made by 23.59 hrs on 31st March in the year in which the pupil intends to start the course (in September).

## 5. Requests for admission outside the normal age group

- 5.1 Please contact [admissions@creweutc.org.uk](mailto:admissions@creweutc.org.uk) for information on how to apply.
- 5.2 Parents are entitled to request a place for their child outside of their normal age group.
- 5.3 Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:
  - a. Parents' views
  - b. Information about the child's academic, social and emotional development
  - c. Where relevant, their medical history and the views of a medical professional
  - d. Whether they have previously been educated out of their normal age group
  - e. Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
  - f. The Principal/headteacher's views
- 5.4 Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round (as per section 4). They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.
- 5.5 Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the Crewe Engineering & Design UTC but it is not in their preferred age group.

## 6. Allocation of places

### 6.1 Admission number

#### Year 10

- 6.1.1 The Published Admissions Number (PAN) for entry into Year-10 in the forthcoming September is 200 pupils. For entry into Year-10 in each admission year, all applicants will be admitted if fewer applications than the PAN are received.

#### Year 12

- 6.1.3 The Published Admissions Number (PAN) for entry into Year-12 in the forthcoming September is 200 pupils.

### 6.2 Selection and banding

- 6.2.1 The Crewe Engineering & Design UTC does not operate an academic selection process. However, all applicants will be invited to attend an interview with a senior member of staff before an offer of a place is issued.
- 6.2.2 The distinctive nature of the Crewe Engineering & Design UTC, including its unique curriculum and delivery model may not be suited to all pupils. The interview provides an opportunity for the pupil (and families) to learn and understand more about the qualifications that are available, the curriculum followed and how it is delivered, and the expectations and commitment that is required from pupils to study successfully and achieve their potential.

### 6.3 Oversubscription criteria

- 6.3.1 All children whose education, health and care (EHC) plans name the Crewe Engineering & Design UTC will be admitted before any other places are allocated.
- 6.3.2 In the event that the Crewe Engineering & Design UTC receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.
- 6.4.3 Highest priority will be given to looked-after children and all previously looked-after children who apply for a place at the school.
- i. Priority will next be given to children with a statement of Special Educational Need (SEN) or Education and Health Care Plan where Crewe Engineering & Design UTC is named on the statement/plan.
  - ii. Priority will next be given to children with brothers or sisters who currently attend the Crewe Engineering & Design UTC and are living at the same address. For these purposes, brothers and sisters must be living at the same address as your child. Siblings refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister. The definition does not include cousins or other family members sharing a house.
  - iii. Priority will next be given to those living in the catchment area. The 'catchment area' for the Crewe Engineering & Design UTC is defined in Table 1 below. The percentage split between each 'sub-catchment' area will be reviewed regularly in line with changing demographics. Any changes to this would be determined in September and would not take effect until the beginning of the academic year two years' later to allow for compliance with admissions code. *As an example, this would mean that any changes identified in September 2023 would not take effect for entry until September 2025.* Definitions of sub-catchment areas by postcode are provided in Appendix 1.
  - iv. Priority will next be given to children from outside of the catchment area defined in Table 1. If the Crewe Engineering & Design UTC is oversubscribed within this criterion and a tiebreak is needed to determine who is admitted, then a random allocation (lottery) process will be applied (see section 6.4 below).

Table 1: The allocation of places within the Crewe Engineering & Design UTC catchment area.

Sub-Catchment Area	% of remaining Places
Crewe LAP (Local Area Partnership)	35%
Congleton LAP (includes Sandbach)	25%
Nantwich LAP	15%
Macclesfield LAP	5%
Staffordshire County	10%
Cheshire West and remaining Cheshire East LAPs	10%
Total	100%

## 6.4 Tie break

- 6.4.1 In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, then the Crewe Engineering & Design UTC will use random allocation as a tie breaker to decide between applicants. This process will be verified by an independent panel of three adults.

## 6.5 Applications for post-16 provision

- 6.5.1 The minimum entry requirements for admission into Year-12 will be reviewed annually. Information can be obtained by contacting [admissions@creweutc.org.uk](mailto:admissions@creweutc.org.uk)
- 6.5.2 To be eligible for admission into Year-12 both internal and external pupils will be expected to have met minimum academic entry requirements.
- 6.5.3 The general entry criteria for T Level and Level 3 BTEC post-16 programmes is **five** GCSE graded 9-4 (or equivalent), including English and Mathematics.
- 6.5.4 For those learners wishing to study the Foundation Pathway in the forthcoming September the minimum general academic requirement is **five** GCSE graded 9-1 (or equivalent) including English and Mathematics at Grade 2 or above.
- 6.5.5 Once admitted to the Crewe Engineering & Design UTC at Year-12, pupils will then need to satisfy minimum course requirements for the specific subjects they wish to take. Where an applicant fails to meet the minimum course requirements then they will be given the option of pursuing an alternative course that Crewe Engineering & Design UTC offers for which they do meet the minimum course requirements, providing these courses are not already full and oversubscribed
- 6.5.6 In the event that the Crewe Engineering & Design UTC is oversubscribed for post-16 places, then places will be allocated to current year 11 students wishing to continuing their studies, and then the oversubscription outlined in 6.3 above will be applied to the remaining applicants.
- 6.5.7 Course requirements are published annually on the Crewe Engineering & Design UTC website and in the prospectus.

## 6.6 Challenging behaviour

- 6.6.1 Crewe Engineering & Design UTC's normal admissions round is specified within Section 4 of this policy. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8 and 3.10) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.
- 6.6.2 We may refuse admission only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans listing the Crewe Engineering & Design UTC.
- 6.6.3 The unique and distinctive nature of the curriculum offered at the Crewe Engineering & Design UTC means that it is not always suitable for all pupils. We therefore **strongly encourage** any pupil considering a move to study at the Crewe Engineering & Design UTC to first speak with the admission tutor/Principal/senior member of staff before confirming their decision to study.
- 6.6.4 Crewe Engineering & Design UTC uses the DFE's explanation of the 'normal admission round' as *"the period during which parents are invited to express a minimum of 3 preferences for a place at any state-funded school, in rank order, on the common application form provided by their home local authority"*. Within Cheshire East, these secondary places are for the following September's Year 7 cohort.

## 6.7 Fair Access Protocol

- 6.7.1 We participate in Cheshire East's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

## 7. In-year admissions

### Late applications

- 7.1 All applications received after the deadline identified in section 4 of this policy will be considered late applications. Late applications will be considered after those received on time. If, following consideration of all applicants, Crewe Engineering & Design UTC is oversubscribed, parents may request that their child is placed on the Crewe Engineering & Design UTC waiting list.

### In-Year Applications

- 7.2 For in-year entry (i.e. received after the beginning of term) to both Year-10 and Year-12 for the current school year parents should contact the admissions team at Crewe Engineering & Design UTC, [admissions@creweutc.org.uk](mailto:admissions@creweutc.org.uk)
- 7.3 For in-year applications to Year-10, when Crewe Engineering & Design UTC is oversubscribed, the applications will be considered against the oversubscription criteria outlined above. Anyone refused a place will have the right to appeal to an independent appeal panel.
- 7.4 For in-year applications to Year-12, if a place becomes available in Year-12 then a place will be offered to those applying who meet the minimum academic entry requirements. Where Crewe Engineering & Design UTC is oversubscribed, then these applications will be considered against the oversubscription criteria outlined above. Anyone refused a place will have the right to appeal to an independent appeal panel.
- 7.5 Parents will be notified of the outcome of their in-year application in writing within 15 school days.

## 8. Appeals

- 8.1 If your child's application for a place at the Crewe Engineering & Design UTC is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address: [Admissions@creweutc.org.uk](mailto:Admissions@creweutc.org.uk)
- 8.2 The appeals process will be compliant with the Schools Admission Appeals Code.
- Appeals need to be submitted within 20 school days of notification that an application has been rejected. The date of the notice (see 8.3) will constitute day one of the period.
  - The Crewe Engineering & Design UTC will ensure that an Independent Appeals Panel is trained to hear admission appeals in accordance with statutory requirements.
  - Applicants will receive at least 10 school days' notice of the appeal hearing date.
  - The appeals must be heard by the 40<sup>th</sup> school day from the deadline for lodging an appeal.
  - Written notification of the appeal will be sent to the appellant with 5 school days of the appeal hearing.
- 8.3 For the purpose of clarity, the date of notification will be determined as the next working day following the issue date contained within the letter or email that informed you of the outcome.

## 9. Monitoring arrangements

- 9.1 This policy will be approved by the local governing board and reviewed thereafter on a regular basis.
- 9.2 Whenever material changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.