

UNIVERSITY TECHNICAL COLLEGE BOLTON

Section 1 – Introductory Statement

University Technical College Bolton (UTC Bolton) aims to offer an exceptional educational experience where the curriculum delivered will have academic rigour that is set in a technical context developing with key employers and University of Bolton's academic staff.

UTC Bolton will participate as part of Bolton local authority's co-ordinated admissions scheme in the allocation of the UTC's school places. UTC Bolton is committed to a straight forward, open and fair Admissions arrangement that is transparent and non-selective. Its focus will be on academic and technical subjects that are aimed at careers in health sciences and engineering technologies.

One of the key aspects of UTC Bolton is that the environment will be arranged just like working in a company. That will mean the school day will run from 8.30am to 5.30pm with the exception of Monday and Friday where pupils will finish at 5.00pm. The extended time from a normal 9.00am - 3.30pm school day provides time for much needed skill development towards employment and higher education.

Section 2 - Published Admissions Number

UTC Bolton operates a 14 to 16 age (Years 10 and 11) cohort with a total of 300 students when at capacity and at post-16 cohort (Years 12 and 13) with a total of 300 students when at capacity.

UTC Bolton will open in September 2015 and through agreement with the Local Authority and the Department for Education it will admit the following numbers of students for 2015/2016 and 2016/2017 before reaching the set capacity of 600 students (150 learners per year group) in 2017/2018 as shown below in Table 1.

For post-16 (Year 12) entry, transitional measures will be in place for the academic years 2015/16 and 2016/17 whereby the sixth form will fill up to capacity with external applicants as shown in Table 1.

Published Admissions Number (PAN) is the number of external pupils that a school is allowed to admit for the academic year.

Year of entry (Sept) →	2015	2016	2017	2018
Stage/Level of Pupil ↓				
Year 10	120	150	150	150
Year 11		120	150	150
Year 12	120	150	150	150
Year 13		120	150	150
Total Pupils →	240	540	600	600
Total Year 10 PAN →	120	150	150	150
Total Year 12 PAN (external pupils) →	120	150	30	0
Number of places in Year 12 reserved for UTC Bolton students progressing from Year 11	0	0	120	150

Table 1

For each year UTC Bolton will admit all applicants if fewer applicants than the PAN is received. UTC Bolton will provide an automatic right of transfer to the post-16 section of the UTC for Year 11 UTC Bolton students who meet the minimum entry criteria.

As shown in Table 1, as UTC Bolton builds to full capacity, the Year 12 PAN (post-16 PAN) is 120 in 2015/16, 30 in 2016/17 and zero thereafter.

Each year, if less than the agreed Year 12 pupils from UTC Bolton own Year 11 pupils transfer to Year 12, then additional external pupils will be admitted until Year 12 meets capacity of 150.

This means that new entrant places will be determined according to the number of students transferring and places available.

UTC Bolton has been developed on the premise that through admitting students and with careful educational nurturing, it can provide benefit to Bolton as well as the neighbouring Local Authority areas. UTC Bolton is open to applications from outside of Bolton for example Wigan, Leigh, Salford, Bury, Oldham and Darwen. For applicants resident beyond these areas their application will be treated as if they reside in the nearest neighbouring Local Authority area

Section 3 – Application Process to UTC Bolton.

3.1 Admissions to Year 10 (Post-14 age 13/14)

Year 10 – Parents can apply for a place at UTC Bolton through the Bolton Local Authority admissions web portal. The link is given below:

Initial offers for places in Year 10 in September 2015 will be posted to parents by 1st March 2015. Applications for consideration in this first round of offers must be submitted to the Local Authority by 31st January 2015. Applications submitted after 31st January 2015 will still be considered and places allocated until the admission limit is reached.

For Year 10 entry, UTC Bolton will act fully in accordance with the School Admissions Code (as revised February, 2012), the School Admissions Appeals Code and admissions law as they apply to Academies. The code requires all parents/guardians to complete a Common Application Form (CAF) provided by the Local Authority. CAF can be completed either on-line by visiting:

www.bolton.gov.uk/admissions

Or paper copies of the form which are available from either The University of Bolton - Senate House Reception, Bolton Council – Children’s Services Department, Pupil and Student Services, Paderborn House, Civic Centre. Bolton BL1 1UA.

If you do not want to apply online, UTC Bolton or Bolton Local Authority will send a paper application form later in September 2014. Please do not use both internet and paper method of application. Either one method will suffice for your application to be considered.

When the form (CAF) is completed, UTC Bolton must be listed as one of the preferred schools on the Local Authority CAF. Local Authority and UTC Bolton reserves the right to not accept forms that contain inaccurate or false information.

UTC Bolton will admit external applicants to school where there is space within the Year 10 group.

Until capacity is reached, all pupils with a statement of Special Educational Needs that names UTC Bolton and who meet the minimum entry requirements, will be admitted.

When capacity is reached, UTC Bolton admissions team will invoke admissions criteria set out in section 3.1.1

Details of Bolton UTC’s Year 10 application process will be available on the UTC’s website, which can be found by following the attached web-link www.bolton.ac.uk/UTCBolton

3.1.1 Number of Applicants Exceeds Expectation – Oversubscribed.

UTC Bolton, as required by the School Admissions Code, will consider ALL applications for places. If more than the published admissions number of applicants for any relevant group is received then the UTC is said to be over-subscribed and therefore UTC Bolton’s admissions team will apply the over-subscribed criteria set out in section 5 to decide which applicants will be accepted.

3.1.2 Number of Applicants Less than Expectation – Undersubscribed.

Where fewer than published admissions number applications for any relevant group are received the UTC is said to be under-subscribed. In which case, UTC Bolton will offer places to all applicants.

3.2 Admissions to Year 12 (Post-16 age 15/16)

Year 12 – Applications need to be made directly to UTC Bolton and the form with guidance on how the form needs to be completed can be found by visiting:

www.bolton.ac.uk/utcbolton

The closing date for submitting the completed application form for Year 12 students is: 31 January, 2015.

Until capacity is reached, all pupils with a statement of Special Educational Needs that names UTC Bolton and who meet the minimum entry requirements, will be admitted.

From 2017/18 pupils progressing from UTC Bolton's Year 11 will be given priority over external applicants. All internal applicants who meet the entry criteria will automatically be offered places.

From 2017/18 UTC Bolton will admit external applicants to its sixth form provided it is not oversubscribed by pupils progressing from its own Year 11. For this UTC Bolton's admissions team will invoke admissions criteria set out below.

Where there is space within Year 12 group, UTC Bolton may admit additional pupils up to the Published Admissions Number (PAN) using the admissions criteria set out below and subject to the students meeting the minimum entry criteria.

Details of Bolton UTC's post-16 application process will be available on the UTC's website, which can be found by following the attached web-link www.bolton.ac.uk/BoltonUTC.

To be eligible for entry into the sixth form both internal and external pupils will be expected to have met the minimum academic entry requirements of 5 GCSEs passes at A*-C grades. Once admitted into Year 12, there are minimum entrance requirements for particular courses/routes as set out below and students will be provided academic counsel in selecting the most appropriate route to match their academic profile and career choice;

3.2.1 Entry Requirements to Year 12 (age 15/16)

UTC Bolton has three post-16 study routes.

1. Technical Baccalaureate Route (Tech Bacc)

All applicants for post-16 Tech Bacc Route wanting to follow a diploma programme whether progressing internally or applying from outside, will need to meet a minimum entry requirement of 5 GCSE passes at A*-C. If they have not secured GCSE English and/or Maths at A* -C grade then they will need to repeat GCSE English and/or Maths in parallel with their post-16 studies. There may be additional requirements to follow specific courses, details of which will be published in advance in UTC Bolton's Prospectus. This route is designed to progress students towards Higher Apprenticeships combined with further learning.

2. Applied General Route

All applicants for the Applied General Route wanting to follow a combination of A Levels and a diploma programme whether progressing internally or applying from outside, will need to meet a minimum entry requirement of 5 GCSE passes at A*-C including English and Maths. There may be additional requirements to follow specific courses, details of which will be published in advance in UTC Bolton's Prospectus. This route is design with a flexibility of progressing students towards Higher Apprenticeships and/or University education.

3. Applied Academic Route

All applicants for post-16 Applied Academic Route wanting to follow an A level only or an combination of A Level and diploma programme whether progressing internally or applying from outside, will need to meet a minimum entry requirement of 5 GCSE passes at A*-C including English and Maths with sciences at grade B or having achieved a distinctive performance in diploma studies at key stage 4 .There may be additional requirements to follow specific courses, details of which will be published in advance in UTC Bolton's Prospectus. This route is design with a flexibility of progressing students towards Higher Apprenticeships and/or University education

Section 4 - Special Educational Needs

Until capacity is reached, all pupils with statements of Special Educational Needs (SEN), where the University Technical College Bolton is named on the statement, will be admitted. An integrated approach to supporting SEN will be used at UTC Bolton through a member of the senior management team - SEN Director.

Section 5 - Oversubscription Criteria

Where UTC Bolton finds itself as being oversubscribed, i.e. admissions to the UTC is greater than the published admission number, and after the admission of pupils with SEN Statements that name the UTC Bolton; remaining applications will be considered against, and prioritised in the order of the following oversubscription criteria:

Criterion 1: Children in Public Care (Looked After Children) including adopted children who were previously in care and children who leave care under a special guardianship or residence order. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social functions (see definition in Section 22 (1) of the Children Act 1989);

Criterion 2: Where the applicant has a sibling enrolled at UTC Bolton at the time of application. Siblings can include full, half, step, adopted and foster brothers and sisters who lives in the same household. If an application has been made for twins/triplets/other multiple birth groups, but application of the published admission number would result in an offer being made to some, but not all of the children in the group, then that group of children will be moved up the priority order within that category, by the number of places necessary to ensure that, so far as possible, all the children in the group can be offered a place.

Criterion 3: Remaining places will be allocated by distance from the UTC as follows;

All available places will be allocated to applicants living closest to UTC Bolton.

Distance will be measured, using electronic measurement, by a straight line from the front door of the child's home address to the main front door of UTC Bolton using computer software.

The home address is the address registered with the child's Doctor. If a child is not registered with a Doctor, then the child's home address is defined as the address at which the child is normally resident. Where the child lives at more than one address, and spends time at both, the home address will be where the child lives for the majority of the time.

If an application has been made for twins/triplets/other multiple birth groups, but application of the published admission number would result in an offer being made to some, but not all of the children in the group, then that group of children will be moved up the priority order within that category, by the number of places necessary to ensure that, so far as possible, all the children in the group can be offered a place.

Where two or more applicants live exactly the same distance away from the UTC, then independently verified random allocation will be used to determine which child is allocated a place at UTC Bolton. This includes siblings living in the same house and two or more applicants living in multiple occupancy residences, e.g. the same block of flats.

All processes of random allocation under these arrangements will be supervised by someone independent of UTC Bolton.

7. Waiting Lists

Where in any year UTC Bolton receives more eligible applications than there are places available, a waiting list will be maintained by the UTC until the end of the first UTC term after the start of the school year. It will be open to any parent to ask for their child's name to be placed on the waiting list. If and when places become available they will be allocated to those on the waiting list in line with the oversubscription criteria, as set out in Section 5.

Children's position on the waiting list will be determined solely by the oversubscription criteria and not by the length of time the child has been on the list.

8. Tie Break

In the event of two or more applications that cannot otherwise be separated, UTC Bolton will use distance from the pupil's home address to the UTC as a tie-break.

Distance will be measured, using electronic measurement, by a straight line from the front door of the child's home address to the post office address of the UTC using computer software.

The home address is the address registered with the child's Doctor. -If a child is not registered with a Doctor, then the child's home address is defined as the address at which the child is normally resident; where the child lives at more than one address, and spends time at both, the home address will be where the child lives for the majority of the time.

Where two or more applicants live exactly the same distance away from the UTC, then independently verified random allocation will be used to determine which child is allocated a place at UTC Bolton. This includes siblings living in the same house and two or more applicants living in multiple occupancy residences, e.g. the same block of flats.

All processes of random allocation under these arrangements will be supervised by someone independent of UTC Bolton.

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.

10. Appeals

Unsuccessful applicants will have a right of appeal to an Independent Appeals Panel. The Appeals process conforms to the School Admission Appeals Code. The appeals panel will follow the arrangements generally adopted for all schools in the LA, with panel members independent of UTC Bolton and parents and young people being offered guidance and invited to attend the panel. Bolton LA will be commissioned by UTC Bolton to operate the panel in order for the appeals to be heard. The full details of the arrangements operated by the LA are at:

<http://www.bolton.gov.uk/website/pages/Schooladmissionappeals.aspx>

You will have 20 school days to make your appeal and UTC Bolton will give at least 10 school days' notice of the appeal hearing.

11. Management of Applications

For both age groups applications will align to the Bolton Local Authority's timetable for applications each year. Arrangements will include:

- publication of a prospectus by September each year containing information for applicants wishing to join UTC Bolton the following September, including admissions arrangements and details of open evening and opportunities to visit the UTC. These details will also be made available for inclusion in the combined information published by all the local authorities covered by UTC admissions;
- application forms for first round of applications will be provided for return by 31st January, 2015 to the Local Authority (for Y10 entry) or the UTC (for Y12 entry) by 31 January, 2015; and
- decisions on applications submitted before 31st January, 2015 will be made from February and notified to parents by 1st March, 2015, and applicants' home local authorities, after 1st March. Decisions on applications submitted after 31st January, 2015 will be made within a period of one month from the application submission date.

The application and notification dates may vary in line with any timetable variations to application processes made by the Local Authority.