



# Waterfront UTC

## Admissions Arrangements 2021

<b>Policy Scope:</b>	Waterfront UTC
<b>Responsibility:</b>	Local Academy Board
<b>Date Adopted:</b>	November 2019
<b>Review Frequency:</b>	Annual
<b>Review Date:</b>	September 2022

## Admission Arrangements 2021/22

### Introductory Statement

Medway has a rich tradition of Engineering, Construction and Design based industries that are being maintained through the continued presence of global and national companies as well as a wealth of small and medium sized enterprises. The local plan aspires to position Medway as a regional hub for innovation embracing the interest and investment from businesses and employers across Kent and beyond. It is the intention of Waterfront UTC to mirror this ambition attracting admissions from across Medway as well as the neighbouring areas of Gravesham, Swale, Maidstone, and Tonbridge & Malling.

Waterfront UTC is committed to a straightforward, open, fair and transparent admissions arrangement. The school will act fully in accordance with the School Admissions Code (*September 2021*), the School Admissions Appeals Code and admissions law as they apply to academies. These admissions arrangements support the wider ethos of Medway, as a hub of innovation and Waterfront UTC aspires to be the establishment of choice for both pupils and employers across the region.

In developing our admissions policy, we have looked to strike a balance between admitting Medway students as well as students from other districts whilst minimising the impact on any individual school. We have also ensured that no individual will be advantaged in gaining admission to the UTC by virtue of where they live.

Waterfront UTC has defined three zones, from which it will recruit students. In addition, 10% of places remaining after the admission of students with statements of SEN naming the UTC and looked after children or children who were previously looked after will be available to students applying from outside the three zones. The zones provide opportunities for pupils from across the region to access the innovative curriculum offered by Waterfront UTC. These zones will also maximise opportunities for employers to engage with Waterfront UTC yet have the opportunity to work directly with students from the same geographical area through offering work placements and ultimately employment opportunities.

### Our Application Process

#### Year 9

1. Waterfront UTC will recruit Year 9 pupils for entry in September 2022 from the three zones identified in Appendix 1. 10% of remaining places will be available to students applying from outside the zones. When the 10% of places from outside the 3 zones are not taken they will be made available to students within the zones.
2. Year 9 applications will be managed by the Admissions Officer at Waterfront UTC and applications should be made directly to the UTC.
3. Year 9 applications must be made by 31st December 2021. Applications received after this date will be placed on a waiting list and appropriate offers would be made depending on availability.

4. Successful applicants will be offered a place at the school on National Offers Day (1<sup>st</sup> March 2022). Subsequent places if available will be offered after this date.
5. Impartial advice and guidance meetings to inform young people about the UTC, options and expectations will be held prior to the offer date. These meetings will not form part of the decision process on whether to offer a place.
6. Inaccurate or false information on the application form could result in the place being withdrawn, at any time.

*Sixth Form – NB All students in the Sixth Form will be expected to study at least one qualification in Engineering or Construction.*

1. Waterfront UTC will recruit Year 12 pupils for entry in September 2022 from the three zones identified in Appendix 1. 10% of remaining places will be available to students applying from outside the zones. When the 10% of places from outside the 3 zones are not taken they will be made available to students within the zones.
2. Waterfront UTC Sixth Form applications will be managed by the Admissions Officer at Waterfront UTC and applications should be made directly to the UTC
3. The closing date for Sixth Form applications will be 31 August 2022. Applications received after this date will be placed on a waiting list.
4. Impartial advice and guidance meetings to inform young people about the UTC, options and entry requirements will be held prior to the application closing date.
5. Conditional offers of places will be made by letter in a response to application. All year 12 offers will be conditional on students' GCSE / Equivalents exam results announced late in August 2022.
6. Inaccurate or false information on the application form could result in the place being withdrawn.

Published Admission Number (PAN):

Waterfront UTC's PAN is as follows

	2019	2020	2021	2022
Year 7	0	0	0	0
Year 8	0	0	0	0
Year 9	55	55	75	80
Year 10	55	55	55	75
Year 11	50	50	55	55
Year 12	50	50	50	50
Year 13	50	50	50	50
Total PAN	260	260	285	310

In accordance with the 1996 Education Act, Waterfront UTC will allocate places for all pupils with a statement of special educational needs that names the UTC, prior to offering places to the wider pool of applicants who have expressed an interest in Waterfront UTC through the admissions process.

## Our oversubscription criteria:

### Year 9

Where Waterfront UTC receives more applications than it has places available, the criteria listed below will apply. After the admission of children with a statement of Special Educational Needs, which names Waterfront UTC the oversubscription criteria will be:

- Looked-after children or children who were previously looked-after
- Children living within the three zones (30%:30%:30% remaining places) and children living outside these zones (10% of remaining places), will be allocated places by random allocation. When the 10% of places from outside the 3 zones are not taken they will be made available to students within the zones.
- This process will be independently verified.

### How places are randomly allocated when there is oversubscription

If applications exceed the published admission number (PAN), the places, which remain after the admission of students with statements of SEN naming the UTC and looked after children or children who were previously looked after will be allocated to three zones in the percentages indicated below. 10% of remaining places will be available to children applying from outside these zones.

In the case of twins, and where there is only one place available in the school, both will be considered together as one application. If necessary Waterfront UTC will admit above its PAN to allow applications from multiple birth siblings.

	<b>Max no available before oversubscription</b>	Zones (90% divided equally across 3 zones, identified by post codes)
Zone A	30% remaining places	Pupil's main residence in the Rochester, Strood and Hoo Peninsula areas of Medway; Gravesham Borough Council and areas west of Medway. That is, pupil's main residence in the following post codes: DA110, DA117, DA118, DA119, DA121, DA122, DA123, DA124, DA125, DA130, DA139, ME1 1, ME2 1, ME2 2, ME2 3, ME2 4, ME3 0, ME3 7, ME3 8, ME3 9
Zone B	30% remaining places	Pupil's main residence in the Gillingham and Rainham areas of Medway; Swale Borough Council and areas east of Medway. That is, pupil's main residence in the following post codes: ME101, ME102, ME103, ME104, ME105, ME7 1, ME7 2, ME7 4, ME8 0, ME8 6, ME8 7, ME8 8, ME8 9, ME9 7, ME9 8

Zone C	30% remaining places	Pupil's main residence in the Chatham and Walderslade areas of Medway; Maidstone Borough Council and areas south of Medway. That is, pupil's main residence in the following post codes: ME1 2, ME1 3, ME141, ME142, ME143, ME144, ME145, ME150, ME156, ME157, ME158, ME159, ME160, ME168, ME169, ME171, ME173, ME174, ME185, ME194, ME195, ME196, ME206, ME207, ME4 3, ME4 4, ME4 5, ME4 6, ME5 0, ME5 7, ME5 8, ME5 9, ME6 5, ME7 3, ME7 5, TN157, TN158, TN159
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Waterfront UTC will allocate places within the zones and for the outside applicants by 'random allocation' via the use of a computer algorithm that will be independently observed.

The remaining 10% of places are available to those applying from outside the three zones. If not all of these places (10%) are taken up then they will be allocated to the other three zones.

If any of Zones A, B or C are undersubscribed (that is if places remain unallocated after all applicants have been given a place) then the remaining places will be allocated equally to those zones that are oversubscribed.

## Tie-break

In the event of tie-break between two applicants that cannot otherwise be separated, random allocation will be used and this will be independently verified.

## Our Waiting List Provisions

Waterfront UTC will operate a waiting list. Where in any year Waterfront UTC receives more applications for places than there are places available, a waiting list will operate until the end of the second term of the school year (December).

Waterfront UTC will maintain a waiting list and it will be open to any parent to ask that their child's name is placed on the waiting list following an unsuccessful application. In the event that Waterfront UTC has the need to recruit from the waiting list, all names contained on the list will be subject to and prioritised in line with, the oversubscription criteria previously described above. For the allocation of places from the waiting list a 'fresh' random allocation process will be completed each time.

Vacant places will be offered from the waiting list as and when available (in accordance with the published criteria).

All unsuccessful applicants have the right to appeal to an Independent Admission Appeals Panel. The appeals process will comply with the Schools Admissions Appeals Code:

<http://www.education.gov.uk/aboutdfe/statutory/g00213244/school-admission-appeals-code-2012>

For appeals purposes please apply to the Clerk of Waterfront UTC, via:

Waterfront UTC  
South Side Three Rd  
Chatham  
Kent  
ME4 4FQ

The appeal must be submitted within 20 school days from the date of the rejection prior to the September of admission. Further details on how to appeal will be stated in the letter for an unsuccessful candidate.

## Sixth Form

Waterfront UTC will ultimately operate a sixth form for a total of 100 pupils (by 2020). In the event that future Year 12 places are undersubscribed from existing pupils, Waterfront UTC will look to accept external applications. Waterfront UTC will exercise the right to accept more external applications in order to reach full capacity.

In such circumstances Waterfront UTC will apply the same academic requirements as it does to existing pupils. 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 for the sixth form course and its level of qualification:

For level 3 courses: 5+ Level 4-9 grades, or equivalents, at GCSE (including English and Maths). There will also be entry requirements for individual subjects. Please refer to the school for further details.

There are a variety of Sixth Form courses on offer that will have additional academic entry requirements. Full details of these will be published annually on the Sixth Form section of [www.waterfront-that.org.uk](http://www.waterfront-that.org.uk) and <http://www.yourchoiceinmedway.org.uk>

## Specialisms

Applicants for Year 12 level 3 admissions will be expected to apply for one of the UTC's two specialisms: Engineering and Construction in the Built Environment.

Waterfront UTC will admit any pupils with a statement of Special Educational Needs whose application names Waterfront UTC and who meet the minimum academic entry requirements.

In addition to the Sixth Form's minimum academic entry requirements, impartial advice and guidance meetings to discuss options and entry requirements will be held prior to the conditional offer date on 1<sup>st</sup> March. If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing an alternative course the UTC partners offer. They will need to meet the minimum academic entry requirements, providing these courses are not already full and oversubscribed.

If necessary Waterfront UTC will apply the oversubscription criteria outlined below:

Our Sixth Form oversubscription criteria

Where Waterfront UTC receives more applications than it has places available, the criteria listed below will apply, after the admission of children with a statement of Special Educational Needs which names Waterfront UTC. The oversubscription criteria will be:

- Looked-after children or children who were previously looked-after meeting the minimum academic entry requirements
- Where the number of external applicants with minimum entry requirements exceeds the places available then selection will be by random allocation within three zones covering

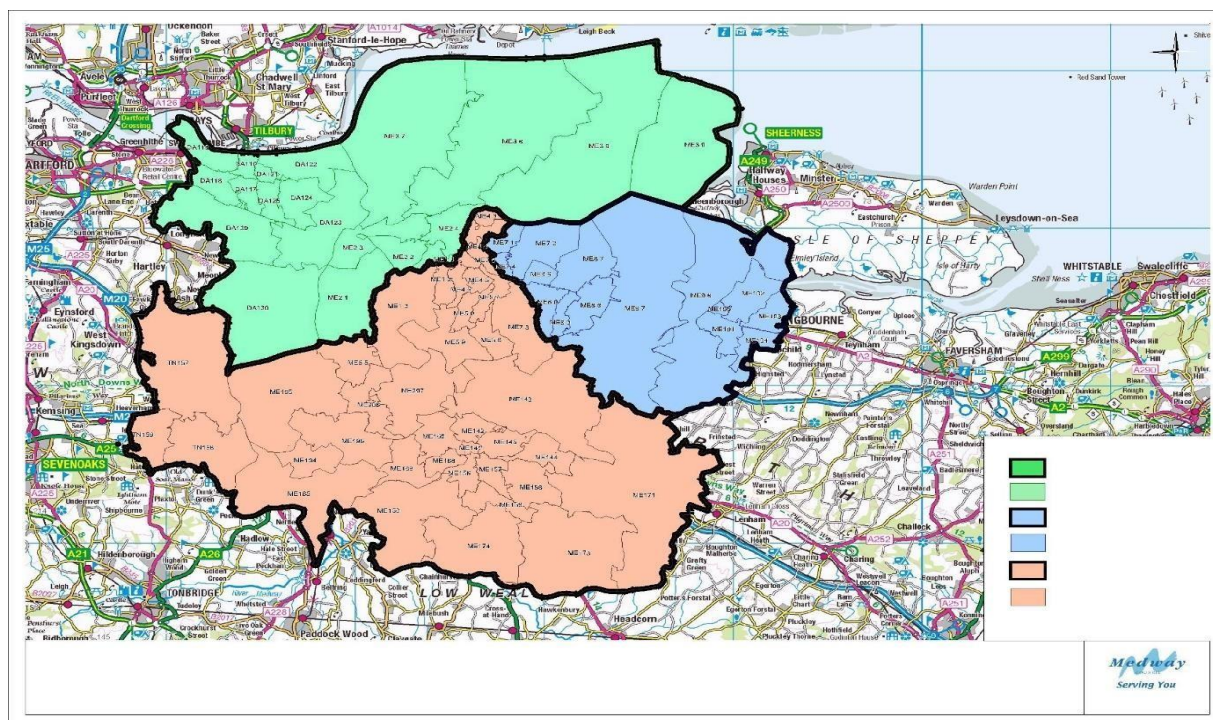
Waterfront UTC catchment (see Appendix 1 and oversubscription criteria at Appendix 2). The available places will be shared across the zones in the percentages indicated (30%/30%/30%) to ensure a fair distribution (see table on page 2): 10% of places will be available to students applying from outside the zones.

- Where less than four places are available, random allocation rules will take place across all external applicants to the sixth form
- The process will be independently verified
- All unsuccessful applicants have the right to appeal to an Independent Admission Appeals Panel. The appeals process will comply with the Schools Admissions Appeals Code.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1001050/School\\_admissions\\_code\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1001050/School_admissions_code_2021.pdf)

Waterfront UTC reserves the right to review the entrance criteria for the Sixth Form annually and if any changes are made, will consult on the new arrangements appropriately.

### Appendix 1 - Zone Map of Waterfront UTC Admissions



### Appendix 2 - Definitions

Looked after children are defined as a child who is in the care of a local authority or provided with accommodation by them in accordance with Section 22 of the Children Act 1989 at the time of the application. This includes any child that has previously been in care and who is now adopted or who is subject to a residence order or special guardianship order.

For admission purposes the address we use will be where the child lives for the majority of the school year with a parent who has parental responsibility as defined in the Children Act 1989. Or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a

parent but who has parental responsibility the child. It could include a child's guardians but will not usually include other relatives such as grandparents, aunts, uncles unless they have all the rights, duties, powers and responsibilities and authority, which by law a parent of a child has in relation to the child and their property.

When a child lives with more than one parent at different addresses, the home address for the purposes of school admissions will be the one at which they spend most school nights. The distance of which will be measured by the shortest available safe walking route. The distances are defined by the Medway GIS for the journey from home to Waterfront UTC. For any child who lives outside the Medway area, distance will be measured by the road route to the Medway border and then by the shortest available safe walking route. If you have more than one home, we will take as the home address the address where you and your child normally live for the majority of the school year.