

THE ADMISSION OF STUDENTS TO SILVERSTONE UTC

Member of Staff Responsible	Deputy Principal
Board of Directors' Committee Responsible	n/a
Related policies	Exclusion SEN
Implementation date	September 2018
Review date	September 2019

YEAR 10 ADMISSION NUMBER

The UTC has capacity for 138 pupils in year 10. This figure is split between Silverstone UTC's two specialisms: High Performance Engineering and Business & Technical Events Management.

High Performance Engineering PAN (Published Admission Number) is 110.

Business & Technical Events Management PAN is 28.

Applicants should state on their application whether their preference is to follow High Performance Engineering or Business & Technical Events Management (or either, stating which their highest preference is).

Places will be allocated up to the admission number in each specialism in accordance with the oversubscription criteria.

All applicants will need to complete the UTC's online application form so that we know what specialism is being applied for. Applications must be made directly to the UTC by the dates shown in Appendix A. The Local Authority no longer coordinates admissions to Silverstone UTC.

CHILDREN OF STAFF

We recognise that being able to work at the same school where one's children study increases the pool from which staff applicants can be drawn, and we want to attract the best staff in order to continuously improve standards. For this reason, where an applicant's parent, guardian or carer is employed by Silverstone UTC (either full- or part-time) at the time of application preference to that child will take preference over other children provided that the member of staff has been employed at the school for two or more years at the time at which the application to the school is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

SIBLINGS

We recognise that it is convenient for parents, guardians and carers to have their children at one school. Therefore we give siblings preference in the admissions process.

A sibling is defined as a biological or legally adopted brother or sister residing in the same household. This is taken to include a step-brother/sister, half-brother/sister, or child who is adopted or fostered, in all cases providing they are living at the same address. Cousins, nieces, nephews and unrelated children sharing an address with the applicant are not considered siblings. The older sibling must be continuing at the UTC at the time of admission of the younger sibling.

In the case of over-subscription, therefore, preference will be given to applicants who have a sibling already studying at Silverstone UTC. The sibling preference policy is dependent on available space and does not guarantee admission for each sibling. If there is oversubscription of siblings, places will be allocated by random selection.

POST 16 ADMISSION NUMBERS

Silverstone UTC will publish at the beginning of the academic year prior to admission (e.g. September 2014 for those seeking admission in September 2015) academic entry criteria for the post-16 section of the SUTC based upon GCSE/Technical qualification grades or other measures of prior attainment. These are published in Appendix B.

The UTC operates a sixth form for a total of 300 students at full capacity, therefore there is capacity for 150 students in Year 12. Applicants from the SUTC Year 11 who have met the entry criteria will have an automatic right of transfer to the 6th Form of the UTC.

The admission number for Year 12 is therefore 12. This is the number of places which will be offered on an annual basis to eligible external applicants. If fewer than 138 of the SUTC's own Year 11 students transfer to Year 12, additional external students will be admitted until Year 12 meets its capacity of 150. The total number of students that will be admitted to the High Performance Engineering Specialism in Year 12 is 120. The total number of students that will be admitted to the Business & Technical Events Management Specialism in Year 12 is 30.

Maximum numbers on roll are therefore projected to be 276 for KS4 and 300 for KS5.

Applications must be made directly to the UTC by the dates shown in Appendix A.

ARRANGEMENTS FOR ADMITTING STUDENTS TO OTHER YEAR GROUPS, INCLUDING REPLACING ANY STUDENTS WHO HAVE LEFT SILVERSTONE UTC OR OUTSIDE OF THEIR NORMAL AGE GROUP

Given the specialist nature of our curriculum and that all students are heavily engaged in either GCSE or Level 3 study, with a significant amount of coursework throughout, transfer into the UTC at any other point than our standard admission years is highly likely to result in poorer performance in terms of average grades achieved. Additionally, in order to deliver value for money to the taxpayer, class sizes are continuously reviewed and consolidated if possible to ensure workshop health and safety is not compromised.

Parents may be seeking a place for their child outside of their normal age group – perhaps one year in advance or one year behind, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such application will be considered on a case by case basis, looking at the best interests of the child and the financial and H&S implications after consultation with parents. This will include taking account of the parent's views; 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

Parents whose applications are turned down will be told the reasons for the decision and shall be entitled to appeal to an independent appeal panel unless they have been offered a place at the school but not in their preferred age group (in the case of admissions outside their normal age group). For admissions outside of their normal age group, once a decision has been made, the application will be processed under the normal admissions process unless the parental request is made too late for this to be possible. They will not be given lower priority on the basis that the child is being admitted out of their normal age group. Please note that due to the nature of the specialism qualifications and how they are taught, it is always advisable to contact us so that you can understand the implications prior to making an application.

PROCEDURES WHERE THE SILVERSTONE UTC ACADEMY IS OVERSUBSCRIBED

1. Where the Silverstone UTC Academy receives more applications than places available, the following oversubscription criteria will apply after the admission of pupils who have a statement of special education needs that names the school as appropriate provision. The oversubscription criteria will be applied in the order as below:
 - a. Children in public care (looked after children) and previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
 - b. Children of staff who are employed by Silverstone UTC (either full- or part-time) provided that the member of staff has been employed at the school for two or more years at the time at which the application to the school is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
 - c. Siblings of existing students at Silverstone UTC. A sibling is defined as a biological or legally adopted brother or sister residing in the same household. This is taken to include a step-brother/sister, half-brother/sister, or child who is adopted or fostered, in all cases providing they are living at the same address. Cousins, nieces, nephews and unrelated children sharing an address with the applicant are not considered siblings. The older sibling must be continuing at the UTC at the time of admission of the younger sibling.
 - d. Remaining places will be allocated by random allocation (independently verified) within each of the following 'zones' as follows:
 - i. 40% of places will be allocated whereby priority is given to applicants whose home address is in Northamptonshire and Buckinghamshire.
 - ii. 15% of places will be allocated whereby priority is given to applicants whose home address is in Milton Keynes.
 - iii. 15% of places will be allocated whereby priority is given to applicants whose home address is in Central Bedfordshire.
 - iv. 15% of places will be allocated whereby priority is given to applicants whose home address is in Oxfordshire.
 - v. 15% of places will be allocated whereby priority is given to applicants whose home address is outside of the other zones.

2. If places remain available from any of the five zones these will be redistributed to those applicants from zones that are oversubscribed using random allocation.
3. In the case where Northamptonshire or Buckinghamshire is one of the oversubscribed zones a weighting of places will be applied before random allocation occurs. This will be two places for the Northamptonshire and Buckinghamshire zone to one place across all of the other oversubscribed zones, unless no other zones are oversubscribed in which case the Northamptonshire and Buckinghamshire zone will be allocated all remaining places. Random allocation of places will then take place for the Northamptonshire and Buckinghamshire zone and separately across all of the other zones as a whole.
4. "Home address" is defined as the home address as registered with the Doctor.
5. The Academy will operate a waiting list. Where in any year Silverstone UTC receives more applications for places than there are places available, a waiting list will operate until the end of the first half-term (in October). This will be maintained by Silverstone UTC and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.
6. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 6a – b. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.
7. There will be a right of appeal to an Independent Appeals Panel for internal pupils refused transfer and external applicants refused admission. Those wishing to appeal will need to write to the Clerk of the Board of Silverstone UTC at Silverstone UTC, Silverstone Circuit, Towcester, Northamptonshire, NN12 8TL.
8. Post-16 admissions follow the same over-subscription criteria having first established if students have achieved the required entry criteria as stated above.

APPENDIX A - KEY DATES IN THE APPLICATION PROCESS

Stage in process	Date	Action
Prepare and apply	At any time, no more than two years in advance.	Read the information on our website carefully. Visit the UTC on open evenings and read our online prospectus.
Year 10 Applications		
Deadline for applying in the Early Applicant allocation round	31 August of Year 8	Submit your electronic application by midnight on this date for the next but one academic year. Please note that there may be curriculum changes between your application and this date. Check the website for details.
Early Applicant offers made	1 October of Year 9	Offer letters emailed to parents.
Deadline for applying in the 1 st Normal Allocation Round	31 October of Year 9	Submit your electronic application by midnight on this date for the next academic year.
Offers made	1 December of Year 9	Offer letters emailed to parents. You will need to confirm your acceptance to ensure that your place is not reallocated to another applicant.
2 nd Allocation Round Closes	30 March of Year 9	Submit your electronic application by this date. Offers will be made within 1 month.
3 rd Allocation Round Closes	31 April of Year 9	Submit your electronic application by this date. Offers will be made within 1 month.
4 th Allocation Round Closes	31 May of Year 9	Submit your electronic application by this date. Offers will be made within 1 month.
5 th Allocation Round Closes	30 June of Year 9	Submit your electronic application by this date. Offers will be made within 1 month.
Final Allocation Round Closes	End of Academic Year 9	Applications received after 1 July will be dealt with as promptly as possible in batches of no less than 2 weeks up to the start of the next academic year.
Year 12 Applications		
Deadline for applying in the 1 st allocation round	28 February (29 Feb in a leap year) of Year 11	Submit your electronic application by this date. Applications received in the 1 st allocation round will be considered for places before those made after this date.
Offers made	1 April of Year 11	Offer letters emailed to parents. Offers are conditional on results.
2 nd Allocation Round Closes	GCSE Results Day	Submit your electronic application by this date. Applications received in this round will be considered for places after those made in the 1 st round.
Final Allocation Round Closes	31 August of Year 11	Submit your electronic application by this date. Offers will be made as soon as possible to allow students to start the year promptly. Applications after this date should be made as In-Year applications.

Deadlines are at midnight on the date shown as recorded on our website applications database. Where offer dates fall on non-working days, offers will be made on the next normal business day. **You MUST confirm your acceptance of any offer made to ensure that your place is not reallocated to another applicant.** Once confirmed, your child will be placed on roll for the start of the relevant academic year, and non-attendance on the first day of term will be dealt with as unauthorised absence. Year 10 applicants please note: once placed on roll at the UTC, your child's current school cannot legally remove them from their register without permission from us.

APPENDIX B

Entry Requirements for 6th Form

Specialism Entry Requirements (further information about these routes can be found on our website)	
Extended Diploma in Engineering:	5 GCSEs (A* - C) including Maths and English (9 - 4)
National Diploma in Engineering/Business:	5 GCSEs (A* - C) including Maths and English (9 - 5)
Silverstone Baccalaureate:	8 GCSEs (A* - B) including Maths and English (9 - 6)

Subject	Qual. Type (All Level 3)	Subject Specific Entry Requirements
Applied Science	BTEC	GCSE Science (combined or separate) Grade 4 or higher.
Chemistry	A-Level	GCSE Chemistry Grade 6 or higher.
Computer Science	A-Level	GCSE Computing Grade 4 or higher and/or strong interest in coding.
Core Maths	AS equiv.	GCSE Maths Grade 4 or higher.
Cyber Security	Tech Level	Level 2 ICT Grade C or higher and/or strong interest in ICT.
English	A-Level	GCSE English Grade 5 or higher.
Further Maths	A-Level	GCSE Maths Grade 7 or higher. Only available with A-Level Maths.
Geography	A-Level	GCSE Geography Grade 5 or higher.
German	A-Level	GCSE German Grade 5 or higher.
Maths	A-Level	GCSE Maths Grade 6 or higher.
Media Studies	A-Level	GCSE Media Studies Grade C or higher or strong interest in Media
Physics	A-Level	GCSE Physics Grade 6 or higher.
Product Design	A-Level	GCSE Engineering or D&T:RM/Graphics Grade C or higher and/or strong interest in design.