



South Devon University Technical College

Admission Arrangements for entry 2018-19

South Devon UTC is a new specialist Academy school for up to 600 students, opening in a purpose built facility in Newton Abbot town centre in September 2018. The UTC will be a centre for educational excellence, providing world-class specialist teaching and workshop facilities to deliver academic and technical education for young people aged 14-18 (Key Stages 4 and 5). Students will be passionate and committed about developing the skills required for a career in the Engineering, Water and the Environmental sectors. The school will have two academic specialisms: Engineering and Science. To support the specialist nature of the teaching, the average class sizes will be small, with an average class size of 20 students, when the school is operating at full capacity (by 2020).

The UTC is non-selective and students will follow a challenging pathway appropriate to their educational attainment levels.

At Key Stage 4, year 10 all students will follow the National Curriculum for Key Stage 4 and will have the opportunity to undertake GCSEs including English, Mathematics, Science (Single, Double or Triple), a Modern Language (Spanish) and a Humanity (Geography). In addition to this all students will take part in related work experience and technical qualifications in Engineering. Sport and recreational activity, citizenship and enrichment form the remainder of the timetable, with the student at the heart having choices according to their personal preferences and interests.

At Key stage 5, year 12 students will be offered a range of A Levels and technical qualifications to ensure the best possible chance of progression to related University courses and Advanced Apprenticeships. Students will specialise in either Engineering or Science, taking the appropriate Level 2 or 3 Technical Diploma.

In line with our professional ethos, all students are expected to maintain the highest standards of attendance, behaviour, attitude and appearance.

This policy details the admission arrangements for our school and should be read in conjunction with the Secondary and In-Year Co-ordinated Admissions Schemes and other agreed policies of Devon County Council, the Local Authority (LA). All policies and procedures seek to comply with the requirements of the School Admissions Code 2014, the School Admissions Appeals Code 2012 and other relevant legislation.

Published Admission Number (PAN) for Year 10 in 2018-19	100
Published Admission Number (PAN) for Year 12 in 2018-19	50
Home-School Agreement	Yes
Age range	14-18 years
School uniform	Yes
Supplementary Information Form (SIF)	No
Extended school facilities	Please visit our website or contact the school office for details of the facilities available at the beginning and end of the school day.
School Travel Plan	Please visit our website or contact the school office for details.

How the UTC will grow

The South Devon UTC will reach full capacity (600 pupils) in 2018/19. As a transitional measure it is intended that the PAN at year 10 will increase each year until 2017 as shown in the table below. In 2019 the UTC will admit external students only into the sixth form. In 2017 and 2018, year 12 will comprise both internal students transferring from year 11 and external applicants. From September 2019, 150 places will be available in year 12 for pupils progressing from year 11 at the UTC. Both internal and external pupils wishing to enter the sixth form will need to meet the minimum academic entry requirements.

The table below shows the intended PAN for the UTC by year group from 2019 to 2020.

	Sep 2018	Sep 2019	Sep 2020
Year 10	100	150	150
Year 12	50	5	5

Admissions to the UTC

Most of the students attending the UTC will join at the beginning of Key Stage 4, the beginning of Year 10. This is what is called the “normal point of entry” to a UTC. We have another normal point of entry at the beginning of Year 12 when students can also join us in our sixth form.

Other students join us “in-year” at other times, once a year group has already started. This may be because they are new to the area and need a school place or simply would like to transfer from another school.

Like most secondary schools in Devon, we are a comprehensive school which means that there are no selection tests and we admit students without regard to aptitude or ability.

The need to apply

All parents must make an application for their child to be admitted to a state-funded school. To apply for a Year 10 place here you should use a Common Application Form provided by a local authority. Places are not allocated to a child automatically, even where:

- there is an older sibling attending here;
- a child attends a particular school;
- a parent has expressed an interest at any time in the school; or
- the child has always lived close to the school.

No places will be held in reserve for a child who applies late; we cannot hold places empty if another child applies for admission. We will share information with the LA and will publicise the need to apply but the responsibility for making an application will be with you as the parent.

Visiting the UTC

We welcome visits from parents and students who are considering applying for a place here. This is an opportunity for you to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered here. If you would like to visit us, you should contact us to make an appointment. We hold an open evening for prospective new

Year 10 students in the autumn term when they are in Year 9. If you are considering an in-year application, you are welcome to contact us and make an appointment to visit at any time.

How To Apply For A Place At The Normal Round – Year 10

All parents who wish to apply for a place in Year 10 can do so. Each Local Authority (LA) across the country is required by law to co-ordinate applications for the schools and academies in its area. This means parents will receive **one** offer of a school place at the same time as other parents. For us, Devon is the LA which co-ordinates applications which have been made either direct to Devon or passed on by other LAs such as Torbay or Plymouth.

Parents who wish to apply or “express a preference” for a Year 10 place must apply through our website www.southdevonutc.org/apply . This will open for applications on **1st September 2018**.

The national closing date for applications for secondary transfer is **31 October 2018**. You can apply after this date but your application may not be considered until after all of the applications that were on time. If you couldn't apply before because, for instance, you moved to this area after October, you should make sure that you inform the LA. If the reason for applying after the closing date is accepted, your application will be considered at the same time as everyone who did apply on time if this is still possible.

If you know that you are going to move into the area during the Year 9 for your child, you can apply from where you are and provide evidence of the new address. You do not need to wait until you have actually moved if this is after the offer of places on **1 March 2019**.

How to apply for a place - Year 12

Applications for places in Year 12 may only be made direct to the UTC using the Sixth Form Application Form, which is available at www.SouthDevonUTC.org or by contacting the UTC office. Opening on 1 September 2018, the first round of admissions for Year 12 will close on **29th January 2019**, with late applications considered until September 2019.

As a non-selective school we welcome applications from all students interested in a career in the engineering and science based industries. The minimum entry requirement for Sixth Form is 4 GCSEs at Grade C and above, which should include English, maths, engineering or a science. For all students an individual pathway will be agreed, based on qualifications, aptitude and career aspiration. The UTC publishes a joint brochure giving details of all courses and entry requirements. This is available on the website. Please contact the South Devon UTC to discuss options available.

The Published Admission Number (PAN) is 5 for Year 12 in 2018-19. In future years, all internal Year 11 students achieving the minimum entry requirements will have an automatic right of transfer to Year 12.

The Fair Access Protocol of Devon LA does not apply to sixth form admissions.

Information provided in an application

We would like all applications to be fully and honestly completed. It is important that where we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly we may withdraw the offer of a place. This is particularly relevant where an address is given which is not the one from which a child will actually attend school and this disadvantages another child. If necessary, we will ask for evidence of a child's home address before admission. If you know or believe that your child's address will change before admission, you must inform us or the LA as this may affect your application.

What happens next?

If there are fewer applications than places then no application will be refused. Only if there are more applications than there are places available will we prioritise applications according to the oversubscription criteria below. We may delegate this process to the LA or other agent but they will use our oversubscription criteria and we will remain responsible.

Shortly afterwards, we will also contact successful parents to welcome them to the UTC and to make arrangements for admission itself.

If we are unable to make a place available for your child here, the refusal will be because we believe that making a place available would “prejudice the provision of efficient education or the efficient use of resources”. This is the principal justification under the School Standards and Framework Act 1998 for refusing a parent’s request for admission. If we refuse admission to a child, it will be in writing, there will be the right of appeal to an independent appeals panel and to a place on a waiting list.

Admissions outside a child’s normal age group

You can request a place in a different Year Group to the one your child would normally enter according to his or her age. This may happen where, for example, a child is particularly gifted or talented or has missed a significant period of education through ill health. We will consider each request on its own merits. There is a statutory right of appeal if this is refused unless we offer a place in the child’s normal or chronological age group.

Published Admission Number - PAN

This is the number of places we intend to make available for our normal intake. Once we set this number, we will not refuse admission for applications below the PAN. If there is unexpectedly high demand and we believe we could admit more children, we will inform Devon LA and either increase the PAN or admit children above-PAN.

The Year 10 PAN for the entire academic year **2018-19** is **100**.

Our class sizes are on average 20 students.

EHCPs and Statements of SEN

Any child whose Education, Health and Care Plan or Statement of Special Educational Needs names the school will be admitted. This will reduce the number of places available to other children accordingly. For In-Year admissions, the child will be admitted whether or not we have reached the agreed AL for the Year Group.

SOUTH DEVON UNIVERSITY TECHNICAL COLLEGE
OVERSUBSCRIPTION CRITERIA 2018-19
if there are more applications than places for any admissions

Where the number of applications exceeds the number of places available in the Year Group (the PAN or AL) we will use these following oversubscription criteria to prioritise applications:

- 1. Looked after Children and those who were Looked After but ceased to be because they were adopted or made the subject of a child arrangements order or a special guardianship order.**
- 2. Children who will have a sibling at the UTC on the day of admission.**
- 3. Children who are entitled to the Pupil Premium as defined by the Pupil Premium regulations or have been registered for the Pupil Premium at any point in the six years prior to their proposed start at the UTC**
- 4. Children with a parent or carer who has been employed by the UTC for at least two years at the time at which the application is to be made, or who have been recruited to fill a vacant post in a demonstrable skill shortage area.**
- 5. Children for whom an exceptional medical or social need is demonstrated.**
- 6. Other children.**

Notes to Oversubscription Criteria

- a) For Devon residents, priority for children of staff can be indicated on the LA's common application forms. If you need to apply on a common application form from another LA which does not ask that question, please include a statement in the space provided to give reasons for your preference.
- b) Tie-breaker: if it is necessary to distinguish between children in a particular category, there will be a random ballot. This will be undertaken by the LA Admissions Manager on behalf of the UTC by the operation of an electronic list randomiser. This may be in the presence of a UTC representative.
- c) Where applications are received from families with multiple birth siblings (twins, triplets, etc.) places will be allocated together at the UTC wherever possible, including offering place(s) above the PAN or AL.
- d) Waiting lists are kept where there are more applications than places available. They are held in order of oversubscription criteria until the point at which Devon's co-ordinated secondary admissions scheme ends (**31 August 2019**) at which point lists will be recalculated on the basis that children will no longer be attending linked primary schools. Waiting lists will be kept so long as there is at least one name on it.
- e) Where two or more students reside within a block of flats, they will be deemed to live at an equal distance from the school.
- f) For children of UK service personnel and other Crown Servants we will consider a family posted to the area as meeting residence criteria even if a residential address has not been identified. This would require confirmation in the form of a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters.)

Exceptional Need for Admission to the UTC

Our admission arrangements allow for higher priority for children where there is an exceptional need for a child to attend this school and not another school. The need must be specific to this school: a child may have very challenging circumstances that require additional support but if that support could also be provided at another school, there would be no exceptional need to attend this school. Exceptional need could include:

- A serious medical condition, which can be supported by medical evidence;
- The death of a parent associated with another school;
- Significant caring responsibilities which can be supported by a social care officer;
- Where one or both parents or the child has a disability that may make travel to another school further away more difficult.

These examples are not meant to be exhaustive or exclusive. Neither should it be assumed that similar circumstances would impact on different children and families in the same way.

- if there are medical reasons that make it essential for your child to attend this school, you must provide supporting information from a doctor together with any other relevant information by the application closing date.
- this must make a compelling case as to why your child's needs can only be met here, a medical condition in itself will not automatically result in a place here. It is not essential for the doctor to name our school but the evidence should explain exactly what the child's needs are and what specialist support and facilities your child requires.
- we may seek our own medical advice to establish whether we are the only school that could meet the child's needs. In most cases we would only expect to agree medical need for a school place here if a child has an Education, Health and Care Plan or a Statement of SEN as a result of their medical situation.
- if you want a place here for other exceptional reasons, you must provide independent evidence from a professional who is supporting your family.
- this evidence must demonstrate that it is essential for your child to attend here and no other school.
- The supporting evidence you send needs to set out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. It is not essential for the professional supporting your family to have in depth knowledge of our school but the evidence must explain exactly what your child needs, and what specialist support and facilities your child requires.
- we may seek our own advice to establish whether we are the only school that could meet the child's needs.

Exceptional need for admission here will not be accepted on the grounds that:

- A child may be separated from a friendship group
- There is a wish not to be in the same school as children from the current or previous school
- Child care arrangements before or after school would have to be changed
- Transport arrangements would have to be changed
- A medical condition such as mild asthma that does not require specialised treatment
- A child has a particular interest or ability in a subject or activity

Where there is exceptional need for admission to this school, the child will be given a higher priority for admission but not a guarantee of a place. If the Year Group is already full, we will still need to reach a decision on whether the disadvantage to the child outweighed the prejudice to efficient education or the efficient use of resources here should another child be admitted. Where we agree that there is an exceptional need for a child to be admitted at the normal round intake, priority under oversubscription criterion 5 will mean it is likely that the application will be successful and a place offered.

Evidence from a relevant professional, independent of the family will be required. It is expected that this will provide a reasoned and unequivocal opinion establishing why the child would suffer a significant detriment by not being admitted to this school. Evidence should be from a GP, consultant or other health care worker or social care officer working with the child. Without satisfactory supporting evidence, we will not prioritise an application as demonstrating exceptional need, meeting our oversubscription criterion 5.

Parents can indicate on Devon's common application forms that they believe there is an exceptional need for admission here. The onus is on parents to submit their supporting evidence and to provide further evidence if requested to do so. Common application forms that indicate exceptional need will be discussed with us by the LA. Parents who apply using a common application form from another LA without a tick box for exceptional need should put a note in the reasons for their preference that they are requesting exceptional need priority and will be providing the required supporting evidence.

If we accept that exceptional need has been demonstrated, the LA will be advised that the application is considered to meet our oversubscription criterion 5. Where we do not agree that the need is exceptional, the application will be prioritised according to our other oversubscription criteria.

Waiting Lists

Following allocation of Year 10 places the LA will retain a waiting list until the end of the first full week of the autumn term **2019** as per the secondary co-ordinated admissions scheme. Waiting lists will be kept in order of the oversubscription criteria above. Places on lists will not be prioritised according to how long a child's name has been on that list. It is possible that a child's name could go down on a list as well as up.

During the summer of **2019**, there will be a second allocation of places on **4 April 2019**. After that, places in the normal round will be offered to new applicants and to the waiting list as vacancies arise

Following allocation of Year 12 places the UTC will retain a waiting list until the end of the autumn term 2019.

Late Applications for admission at the normal round to Year 10

Any late application will be considered in line with Devon LA's secondary co-ordinated admissions scheme. Applications submitted after the closing date will be considered after applications submitted by the closing date unless there are sufficient reasons for the late application. Examples which may be accepted include where the parent or guardian has been in hospital and unable to apply in time. Evidence in support of the circumstances will be required. We will take into consideration the advice of the LA whether the application should be considered as timely within the coordinated admissions scheme.

Admissions at other times – In Year Admissions

You can make a request for admission after the normal round of admissions – after **31 August 2019** – using the Devon Common Application Form: the D-CAF. In Year applications can then be made at any time with any received on the same day considered together. There is no closing date. All In-Year admissions to the Academy will be made in line with Devon's In Year Coordinated Admissions Scheme **2018-19**.

We may ask you to complete a D-CAF6 instead of a D-CAF when:

- a child moves into the area and
- you only intend to apply for a place here and at no other school and
- your child does not have an EHCP or Statement of SEN, and
- your child has not been Permanently Excluded from a school
- you are not in dispute with another person with parental responsibility over residence or school admissions
- we have a confirmed vacancy in the relevant Year Group

This allows for your child to start here as soon as possible. A formal offer letter will then follow from the Devon School Admissions Service.

If you are seeking an in-year place because your child has just moved to the area and doesn't already have a school place, admission would be as soon as possible. If your child already has a school place locally, admission will normally be at the beginning of a term or half-term.

Copies of the D-CAF are available from the school, at www.devon.gov.uk/admissions or by calling 0345 155 1019. Copies of the D-CAF6 are only available at the UTC.

Fair Access Protocol

All LAs are legally required to operate a Fair Access Protocol across their area – all schools are required to co-operate with that Protocol. This ensures that children who are vulnerable, unable to

access an appropriate school place under the standard admission arrangements for the area have an admissions safety net.

For secondary schools in Devon, a child meeting the criteria of the Fair Access Protocol will be admitted to the secondary school designated for his or her address even where it has reached its PAN or AL up to 3% over that number. Where the UTC is the closest school, it will be considered as if it were the designated school. This does not provide additional spaces for children who already have a local school place.

Admissions Outside a Child's Normal Age Group

Parents can request a place in a different year group if, for example, a child is particularly gifted or talented or has missed a significant period of education through ill health. We will consider each request on its own merits. There is a statutory right of appeal if this is refused unless we offer a place in the child's normal age group.

Admission Appeals

If your application for admission is unsuccessful, you have a statutory right of appeal to an Appeals Panel which is independent of the school. The Panel will review the decision and will decide whether the refusal was justified on the grounds that the school was full. Even if the Appeals Panel agrees that the school was full, it will also consider the impact on the child and family and may still award a place at the school.

If you have not been sent appeal papers with the decision letter refusing your application for admission, you can request a form from the School Admissions Service. You then have no less than 20 school days to return the papers, together with any supporting evidence you wish to include. You do not have to wait for this period of time before submission.

The Clerk to the Independent Appeals Panel will give you at least 10 days' notice of the date when your appeal will be heard. You will also be told when you should submit any further information you would like to be considered. You will receive evidence on behalf of the school before the appeal hearing. After appeals are heard, decision letters should be sent within five school days; you will be able to find out the outcome by telephone before then.

For appeals at the normal round of admissions to Year 10 appeals will be heard within 40 school days of the deadline for lodging appeals. For the **2018-19** intake, this is **25 March 2019**. Where the application was not made in time for a decision to be made on **1 March 2019**, appeals will be heard within that 40 day period or, if that is not possible, within 30 days of the appeal being lodged.

Appeals for sixth form admission will be heard within 30 school days of confirmation of exam results where the offer of a place was conditional on those exam results. Otherwise, they will be heard within 30 school days of the appeal being lodged. For in-year admissions in any academic year, appeals must be heard within 30 school days of the appeal being lodged. For in-year admissions in any academic year, appeals must be heard within 30 school days of the appeal being lodged.

For further information on the appeals process, parents can contact the school office or the Clerk to the Appeals Panel.

Transport

All parents should consider how their child will get to school for the whole of their time on roll. Parents are advised not to rely on lifts, car shares or public service vehicles always being available. Supported transport will be provided for those children attending this school if it is the closest school which was available when the parent could apply. The home address must be further than a walking distance of three miles. There is additional provision for families on low incomes.

Where a parent could have applied on time but didn't do so, there will be no entitlement to assistance from the LA with education transport to the alternative school as suitable arrangements had been made by the LA to enable parents to become a registered pupil at a closer school. All parents are encouraged to use sustainable travel wherever possible. Our Travel Plan sets out further local information and is available from the school office and website.

Extended Schooling

Further information on extended schooling beyond the normal school day is available from the school and our website.

Home-School Agreement

Admission to any school is not conditional on signing a home-school agreement. However, we will offer this to all parents after children have been admitted as we consider agreements to be a positive way of promoting greater involvement between parents in their child's education.

Uniform Policy

Students attending the UTC are expected to wear professional dress for the workplace. This may be purchased from retail outlets, guidance will be given once places have been awarded as to the appropriate dress. Parents unable to purchase items of uniform or equipment will not be penalised.

Documentary Evidence

Once a place has been offered to a child, evidence of the child's identity may be requested – usually a short birth certificate. This may not be necessary where the child has been on roll at another school in England which can confirm that evidence has been seen at that school.

The UTC may also request evidence that a child's address is genuine or that the person who made an application for admission was legally permitted to do so.

School Fees and Charges

There is no charge for applying for a place here, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No activities such as school visits are compulsory. A policy on charging for activities is available on request from the school and can be viewed on our website.

Objections to this Policy

For information on how to object to the terms of this or any other admissions policy or procedure, advice is available from the Office of the Schools Adjudicator. Formal objections to admission arrangements must be by the **30 June 2018**.

Definitions will be those of the LA admission arrangements unless detailed in this policy.

Admission Limit or AL	This is the equivalent of the Published Admission Number for Years 10 to 12. It is the number of places we consider to be available in each Year Group. It will often be the same as the PAN originally determined for that Year Group when it was Year 10. It may be increased or decreased where the amount of accommodation has changed or where the number of registration groups or class sizes change because of reorganisation. We will consult with the LA before setting an AL that is different to the original PAN for the Year Group.
Children formerly Looked After	These children were looked after until they were adopted (see the Adoption and Children Act 2002 section 46) or made the subject of a child arrangements order or a special guardianship order (Children Act section 14A). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. They replace residence orders and any residence order in force prior to 22 April

	2014 is deemed to be a child arrangements order. This priority applies to all children who were formerly in care, regardless of the date they were adopted.
Looked After Children	These children are looked after by or provided with accommodation in the exercise of its functions (see the Children Act 1989 section 22(1)) by a local authority.
Designated Area	The geographical area served by a school. It is sometimes called the 'catchment' area. The UTC does not operate a designated area.
Distance measurement	At the time of determination, we receive additional admissions support from the Devon Schools Admissions Service, including distance measurement. This will be based on Devon LA's Geographical Information System, an electronic mapping system. Should this arrangement not be renewed, alternative provision will be made to measure using an equivalent system.
Education, Health and Care Plans or EHCP	An Education, Health and Care Plan is a formal document describing a child's additional needs and how they will be provided for in a school. Under the Children and Families Act 2014 Education, Health and Care Plans will replace Statements of SEN as they are phased out.
Exceptional social or medical need	Children for whom an exceptional social or medical or need to attend this school and only this school is demonstrated (with satisfactory supporting evidence from a relevant professional).
Fair Access Protocol	A policy operated by Devon County Council to assist children unable to access an appropriate school place through standard admission arrangements once a Year Group has begun.
GIS	Measurement will be based on Devon LA's Geographical Information System. This is an electronic mapping system which makes measurements using computer software and can be viewed at www.devon.gov.uk/schoolareamaps .
Home Address	<p>We will not accept more than one address as the child's home address. The terms of a child arrangements order may clarify the home address.</p> <p>Where necessary to determine which address to recognise and in the absence of a child arrangements order, the school will consider the home address to be with the parent with primary day to day care and control of the child. In reaching this decision, evidence will be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents will also be considered by the school in reaching a decision on the home address for admissions purposes.</p> <p>This may be necessary for instance where parents do not agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, the school will determine the home address.</p> <p>Where we ask for evidence of the address from which a child would attend school, this would usually be written confirmation of a house purchase or a formal tenancy agreement. We recognise that some families may be unable to provide this – for example, where a house move is at very short notice or</p>

	where a family is escaping domestic violence. If you cannot provide this evidence, please contact us. We do not intend to penalise families where there is a genuine reason why the usual evidence cannot be provided.
Linked Primary School	Also known sometimes as feeder schools or contributory schools. A school which works with a secondary school to develop curriculum links and to ease transition for pupils from primary school to secondary school. We do not give admissions priority for children attending a linked school.
Member of staff	This will be any salaried person employed by the UTC and not elsewhere. Where the duties of a member of staff are undertaken at different establishments, he or she must nominate one establishment for the purposes of admissions priority. It is expected that this will be where he or she has worked for the majority of the previous year.
Parent	A parent is any person who has parental responsibility or care of the child. When we say parent, we also mean carer or guardian. Where admission arrangements refer to parents this can mean one parent or both.
Published Admission Number or PAN	This is the minimum number of places available at the UTC. In limited circumstances, more will be admitted according to the Secondary Co-ordinated Admissions Scheme. It is calculated taking into account the physical capacity of the school, the level of demand expected from local children and sensible school organisation. See also Admission Limit.
Pupil Premium	Students are eligible for the pupil premium if they are registered as eligible for free school meals; have been registered as eligible for free school meals at any point in the last six years; have been looked after by a Local Authority continuously for more than six months; have parent(s) who are serving in the UK armed forces or who are serving in the armed forces of another nation and are stationed in England.
Sibling	This will be a full, adopted half or step brother or sister and will include a full, adopted half or step brother or sister living at a different address. Foster children will count as a brother or sister to those living within the foster household or where appropriate, the natural parental home address.
Statement	A Statement of Special Educational Needs is a formal document describing a child's special educational needs (SEN) and how they will be provided for in a school. Under the Children and Families Act 2014 Statements will be replaced by Education, Health and Care Plans.
Supplementary Information Form or SIF	A form in addition to the common application form from the LA. It is used to collect information which is necessary only to apply the school's oversubscription criteria. We do not issue a SIF as all of the information we need can be entered on the common application form.

Contacts and Further Information

The Principal or Admissions Administrator
South Devon UTC
Kingsteignton Road
TQ12 2QA
www.SouthDevonUTC.org
apply@southdevonUTC.org

School number

Our Department for Education school number is 878 - 4017

School Admissions Service

admissions@devon.gov.uk
Telephone contact through *My Devon* on 0345 155 1019

Devon County Council policies

Available at www.devon.gov.uk/admissionarrangements

Devon County Council information and admissions application forms

Available at www.devon.gov.uk/admissions

School Appeals

Telephone contact through *My Devon* on 0345 155 1019
Clerk to the Independent Appeals Panel, County Hall, Exeter, EX2 4QG
www.devon.gov.uk/admissionappeals

Education Welfare Service

Telephone contact through *My Devon* on 0345 155 1019
www.devon.gov.uk/education_welfare

Education Transport Team

Telephone contact through *My Devon* on 0345 155 1019
www.devon.gov.uk/school_transport

The Department for Education (DfE)

Telephone 0870 000 2288
www.education.gov.uk

The Education Funding Agency (EFA) - Bristol

Freshford House, Redcliffe Way, Bristol BS1 6NL
Telephone 0370 000 2288
www.education.gov.uk/b00199952/educationfundingagency

Office of the Schools Adjudicator

Telephone 01325 735303
www.education.gov.uk/schoolsadjudicator

Children's Education Advisory Service – advice for service families

Telephone 01980 618244
Trenchard Lines, Upavon, Pewsey, Wiltshire SN9 6BE
enquiries@ceas.detsa.co.uk

Policy version

This policy was determined on xxx 2018 following a consultation hosted by Devon County Council at www.devon.gov.uk/admissionarrangements between 1 January and 28 February 2018. It will be

reviewed annually. The next consultation period will be between 15 December 2018 and 31 January 2019.

Index

Admission Appeals	8	In Year Admissions	7
Admissions out of chronological Year Group	4	Information provided in an application	3
Admissions outside a child's normal age group ...	8	Late Applications.....	7
Admissions to the UTC	2	Objections to this policy	9
Contacts and Further Information.....	12	Oversubscription criteria	5
EHCPs and Statements of SEN	4	Policy version.....	13
Exceptional Need.....	5	School fees and charges	9
Extended schooling	9	The need to apply	2
Fair Access Protocol.....	8	Transport.....	8
Home-school agreement	9	Uniform policy	9
How the UTC will grow	2	Visiting our school.....	2
How to apply for a place at the normal round, Year 10.....	3	Waiting Lists.....	7
How to apply for a place at the normal round, Year 12.....	3	What happens next?	4

© This document is copyright to the South Devon University Technical College and the Devon School Admissions Service 2018.