



# **South Devon University Technical College in Engineering, Water and the Environment**

## **Admission Arrangements for entry 2017/18**

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 2015. The UTC is 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 language, English literature, Mathematics, Science (either combined 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 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 2012, the School Admissions Appeals Code 2012 and other relevant legislation.

Published Admission Number (PAN) for Year 10 in 2017/18	100
We organise our intake into 5 registration groups of 20 students. While individual class sizes in certain subjects may be above or below this figure, we feel that this organisation enables us to maintain and improve outcomes for children here.	
Published Admission Number (PAN) for Year 12 in 2017/18	100
For other Year Groups, the agreed admission limit will be the PAN which was determined for that cohort as it entered the UTC in Year 10 unless varied in response to a change in circumstances. For further information, please contact the UTC.	
Supplementary Information Form	Yes, available from the UTC. To be completed only where a parent is seeking admissions priority for the child of a member of staff.
Home-School Agreement	Yes
School uniform	Yes
Extended school facilities	Please visit our website or contact the 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 office for details.

### How the UTC will grow

The South Devon UTC will reach full capacity (600 pupils) in 2020/21. As a transitional measure it is intended that the PAN at year 10 will increase each year until 2020 as shown in the table below.. In 2017 and 2018, year 12 will comprise both internal students transferring from year 11 and external applicants. From September 2019, up to 150 places will be available in year 12 for pupils progressing from year 11 at the UTC, should these not be filled external applications will be accepted. 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 2016 to 2020.

	Sep 2017	Sep 2018	Sep 2019	Sep 2020	Sep 2021
<b>Year 10</b>	100	120	140	150	150
<b>Year 12</b>	100	90	50	50	40

### 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.

#### The need to apply

All parents must make an application for their child to be admitted to a state-funded school or academy. To apply for a Year 10 place here you should use the application form for year 10 entry on our website. 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; the UTC cannot hold places empty if another student 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 at our school. If you would like to visit the UTC, 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. There will be further opportunities through the year to attend open evenings.

### **How To Apply For A Place – 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.

Every parent who wishes to apply for a place at South Devon UTC for their child should apply through the admissions form on our website at [www.southdevonutc.org/admissions](http://www.southdevonutc.org/admissions) .

There is a national closing date for applications for secondary transfers and this is: **30 October 2015**. 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 school. 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 2017**.

South Devon UTC will inform the LA admissions team of the applications for year 10 for the following September as required by the local authority.

### **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](http://www.SouthDevonUTC.org) or by contacting the UTC office. Opening on 1<sup>st</sup> September 2016, the first round of admissions for Year 12 will close on **31<sup>st</sup> January 2016**, with late applications considered until September 2016.

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 100 for Year 12 in 2017-18. 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.

### **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 the UTC prioritise applications according to the oversubscription criteria below. The Year 10 application process will be managed through the school who will inform parents when their application is successful. After this process is complete we will invite parents into the school to make plans for the admission.

### **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.

### **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 some students will be admitted above the PAN or we will increase the PAN.

The Year 10 PAN for 2017-18 is **100**.

The PAN for the normal intake to Year 12 relates only to students from other schools who wish to transfer to the UTC. Students moving on from Year 11 at the UTC do not have to make a formal application and will be accepted into Year 12 if they meet the relevant academic criteria.

The Year 12 PAN for 2017-18 is **100**.

For other Year Groups, the agreed admission limit will be the PAN which was determined for that cohort as it entered the UTC in Year 10 or 12 unless varied in response to a change in circumstances here. This will not apply in the first year after opening as students will be accommodated only in Years 10 and 12. For further information, please contact the UTC or the School Admissions Team.

## **SOUTH DEVON UNIVERSITY TECHNICAL COLLEGE OVERSUBSCRIPTION CRITERIA 2017/18**

### **If there are more applications than places at any time to Year 10 or Year 12**

Any child whose Statement of Special Educational Needs or Educational Health Care Plan (EHP) names South Devon UTC will be admitted.

Where the number of applications exceeds the number of places available in Year 10 or Year 12 (the PAN) the UTC will use the following oversubscription criteria to prioritise applications:

- 1. Looked after children or previously looked after children or who ceased to be looked after children because they were adopted, made the subject of a residence 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) A Supplementary Information Form will be available to applicants seeking priority for children of staff. This should be returned to the UTC by **31 October 2016**. Applications without a SIF will be considered without reference to priority for children of staff.

- b) If it is necessary to distinguish between children in a particular category there will be a random ballot. The LA Admissions Manager on behalf of the UTC will undertake this by the operation of an electronic random number generator. 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, including offering place(s) above the PAN.
- d) Where applications are made at the same time for two children not falling within multiple birth siblings, (sometimes referred to as contemporaneous admissions) the application will not be considered under the 'sibling' criteria.
- e) Evidence of exceptional medical or social need will be demonstrated according to the Protocol below.

### **Waiting Lists**

**Year 10** Following allocation of Year 10 places the school will retain a waiting list until the end of the autumn term 2017 (31 December 2017). Waiting lists will be kept in order of the oversubscription criteria above. Places on lists will not be prioritised according to how long a student's name has been on that list. It is possible that a name could go down on a list as well as up.

During the summer of 2017, there will be a second allocation of places on **14 April 2017**. After that, places in the normal round will be offered to new applicants and to the waiting list as vacancies arise.

**Year 12** Following allocation of Year 12 places the UTC will retain a waiting list until the end of the autumn term 2017 (31 December 2017). Waiting lists will be kept in order of the oversubscription criteria above. Places on lists will not be prioritised according to how long a student's name has been on that list. It is possible that a name could go down on a list as well as up.

During the summer of 2017, there will be a second allocation of places. After that, places in the normal round will be offered to new applicants and to the waiting list as vacancies arise.

### **Late Applications for admission to Year 10**

Any late application will be considered in line with Devon LA's secondary co-ordinated admissions scheme by the school. 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.

### **Admissions Outside a Child's Normal Age Group**

Parents can request a place in a different year group if, for example, a student 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 student's normal age group.

### **Admissions at other times – In-Year Admissions**

You can make a request for admission after the normal round of admissions – after **31 August 2017** – using the South Devon UTC Application Form. Where a student moves into the area and you as the parent have a single preference for a place here, where your child is not the subject of a Statement of Special Educational Need or EHCP, has not been Permanently Excluded from a school, where there is no parental dispute regarding admissions and where there is a confirmed vacancy in the relevant year group we will ask you to contact the school as soon as you have made the application. This allows for your child to start here as soon as possible. A formal offer letter will then follow from the South Devon UTC Admissions Team. South Devon UTC will inform the LA admissions team of all in year applications once a place has been offered.

Copies of the supplementary information form are available at the end of this policy. The application form is available at [www.southdevonutc.org/applications/year10](http://www.southdevonutc.org/applications/year10) .

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 unless the headteachers or principals of the UTC and your child's current school agree that it is necessary and appropriate to transfer sooner.

### **Fair Access Protocol**

All LAs are legally required to operate a Fair Access Protocol across their area – all schools and academies 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 other agreed admission limit up to 3% over that limit. This does not provide additional spaces for children who already have a local school place.

### **Admission Appeals Year 10**

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

If you have not been sent appeal papers with the decision letter refusing your application for admission, you can request a form from South Devon UTC. 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 school 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 2017-18 intake, this is **24 March 2017**. Where the application was not made in time for a decision to be made on **1 March 2017**, appeals will be heard within that 40 day period or, if that is not possible, within 30 days of the appeal being lodged.

### **Admission Appeals Year 12**

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. 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 UTC office or the Clerk to the Appeals Panel.

The South Devon UTC will not consider repeat appeals by the same applicant in the same academic year unless the applicant is able to prove that there has been a significant material

change in their circumstances since the previous admission appeal. The final decision as to whether the material changes warrant a fresh appeal will be determined by the Admissions Authority.

### **Transport**

All parents should consider how their child will get to the UTC 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 Year 10 and 11 children attending this school if it is the closest school to the UTC 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.

All parents are encouraged to use sustainable travel wherever possible. The UTC's Travel Plan sets out further local information and is available from the school office and 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 student, evidence of his or her identity may be requested – usually a short birth certificate. This may not be necessary where the student 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 an address is genuine or that the person who made an application for admission was legally permitted to do so.

### **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 UTC 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 the Office of the Schools Adjudicator. Formal objections to admission arrangements must be by the **30 June 2016**.

**Definitions** will be those of the local authority admission arrangements unless detailed in this policy.

Children formerly in Care	These children were looked after until they were adopted (see the Adoption and Children Act 2002 section 46) or made the subject of a residence order (see the Children Act 1989 section 8) or a special guardianship order (Children Act section 14A).
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 Devon Local Authority or any other local authority which has informed Devon of its wish to

	place a child.
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.
Member of staff	This will be any salaried person employed by the UTC and not elsewhere. Where the duties of a member of staff employed by the UTC 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. Evidence of this will be provided using the Staff Supplementary Information Form.
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	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.
Pupil Premium	Pupils 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.
SIF	Supplementary Information Form – this is a form that enables a parent to say he or she is a member of staff applying for a place at the UTC. If this is not completed, the application will be considered without reference to the children of staff criterion.

### **Contacts and Further Information**

The Principal or Admissions Administrator  
South Devon UTC  
Kingsteignton Road  
Newton Abbot  
TQ12 2QA  
01626 240201  
[www.SouthDevonUTC.org](http://www.SouthDevonUTC.org)  
[apply@southdevonUTC.org](mailto:apply@southdevonUTC.org)

### **School Admissions Team**

[admissions@devon.gov.uk](mailto:admissions@devon.gov.uk)  
Telephone contact through *My Devon* on 0845 155 1019

### **Devon County Council policies**

Available at [www.devon.gov.uk/admissionarrangements](http://www.devon.gov.uk/admissionarrangements)

### **School Appeals**

Telephone contact through *My Devon* on 0845 155 1019  
Clerk to the Independent Appeals Panel, County Hall, Exeter, EX2 4QG  
[www.devon.gov.uk/admissionappeals](http://www.devon.gov.uk/admissionappeals)

### **Education Welfare Service**

Telephone contact through *My Devon* on 0845 155 1019  
[www.devon.gov.uk/education\\_welfare](http://www.devon.gov.uk/education_welfare)

### **Education Transport Team**

Telephone contact through *My Devon* on 0845 155 1019  
[www.devon.gov.uk/school\\_transport](http://www.devon.gov.uk/school_transport)

### **The Education Funding Agency (EFA) - Bristol**

Freshford House  
Redcliffe Way  
Bristol  
BS1 6NL  
Telephone 0370 000 2288  
[www.education.gov.uk/b00199952/educationfundingagency](http://www.education.gov.uk/b00199952/educationfundingagency)

### **The Department for Education (DfE)**

Telephone 0870 000 2288  
[www.education.gov.uk](http://www.education.gov.uk)

### **Office of the Schools Adjudicator**

Telephone 01325 735303  
[www.education.gov.uk/schoolsadjudicator](http://www.education.gov.uk/schoolsadjudicator)

### **Children's Education Advisory Service**

Telephone 01980 618244  
Trenchard Lines, Upavon, Pewsey, Wiltshire SN9 6BE  
[enquiries@ceas.detsa.co.uk](mailto:enquiries@ceas.detsa.co.uk)

### **Policy version**

This policy was determined in **March 2016**.  
It will be reviewed annually following a consultation hosted by Devon County Council at  
[www.devon.gov.uk/admissionarrangements](http://www.devon.gov.uk/admissionarrangements)



# South Devon University Technical College in Engineering, Water and the Environment

## Admission Arrangements for 2017-18

**To be completed by the parent only where he or she is seeking admissions priority on the grounds that the child is a child of a member of staff at the UTC.**

Please read the admissions policy before completing this form.

Where there are more applications than there are places at the normal round of admissions into Year 10, the UTC will prioritise applications where evidence can be provided that criterion 4 has been met. If you wish your child to be considered under this criterion please complete this form and return it to the College by the closing date of **30 October 2016** or as soon as possible thereafter.

**You must also complete South Devon UTC application form online at [www.southdevonutc.org/admissions/year10](http://www.southdevonutc.org/admissions/year10) .**

Where there are more applications than there are places for in-year applications, the UTC will prioritise applications where evidence can be provided that criterion 4 has been met.

If you wish your child to be considered under this criterion please complete this form and return it to the College as soon as possible.

**You should also complete a South Devon UTC application form at [www.southdevonutc.org/applications/year10](http://www.southdevonutc.org/applications/year10) .**

Full Name of child:	
Date of birth:	
Criterion 4 for all admission into Years 10 and 11: Please name the member of staff employed by the UTC:	
Name:	Relation to child:
Signature:	Date:

### Data Protection

The information collected on this form will be processed and may be stored electronically by the UTC in compliance with the Data Protection Act. The data may be shared with Devon County Council or other agent of the UTC, but only for administrative or other service provision purposes and with Government Departments where there is a legal requirement to do so. In accordance with the School Admissions Code, should information given be found to be fraudulent then the offer of a school place can be withdrawn. If you would like further information about Data Protection, please contact the School. By signing or submitting this form. You acknowledge that you have read, understood and agreed to this data processing.



# South Devon University Technical College in Engineering, Water and the Environment

## Protocol for Admission of children with Exceptional Medical or Social Need 2016/17

### 1. Background

1.1 As part of the admissions process parents will need to express reasons for their application on the South Devon UTC application form at [www.southdevonutc.org/applications/year10](http://www.southdevonutc.org/applications/year10).

1.2 In a small number of cases, a preference for the UTC will be because a parent feels there is 'exceptional medical or social need' for their child to attend the College.

1.3 The 'exceptional' nature of these cases denotes that they will be individual in circumstance, however, 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 Social Services;
- Where one or both parents or the child has a disability that may make travel to a school further away more difficult.<sup>1</sup>

1.4 It is intended that this protocol may pre-empt some admission appeals where it is considered that exceptional justification to attend the UTC can be demonstrated before applications are prioritised and processed.

1.5 It is expected that professional evidence from a social care, medical or education expert, independent of the family would be provided which provided a reasoned and unequivocal opinion that the child would suffer a significant detriment by not being admitted to South Devon UTC.

### 2. Practice

2.1 Where a parent cites exceptional need, or where the UTC feels the reasons given by a parent for preferring the College on their application form could be considered as such, the protocol will apply.

2.2 Where a parent feels the nature of the supporting evidence is of particular sensitivity, he or she may submit that evidence direct to the UTC. The College will advise the LA that evidence has been received but not its content.

### 3. Admissions in the Normal Round

3.1 Application forms that indicate exceptional need will be discussed at the UTC. Further information may be sought from the applicant if necessary.

---

<sup>1</sup> 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.

3.2 If the UTC accepts that exceptional need has been demonstrated, the LA will be advised that the application is considered to meet criterion 5. This is not a guarantee of a place although we would not expect to be in a position where criterion 5 applicants would be refused admission. The School will advise the parent without delay.

3.3 Where the UTC does not agree that the need is exceptional, the application will be prioritised according to the College over-subscription criteria and a place will be offered by the School as per the Secondary Co-ordinated Scheme:

- where a child is eligible for a place at only one of the preferred schools, that school will be allocated to the child
- where the child is eligible for a place at two or more of the preferred schools, they will be allocated a place at whichever of these is the highest ranked preference
- where the child is not eligible for a place at any preferred school, an alternative school may be allocated to the child.

3.4 Where the UTC does not agree that the need is exceptional and a place at the UTC is refused on **1 March 2017**, the parent<sup>1</sup> will have the statutory right of appeal to the Independent Appeal Panel.

3.5 Where the UTC does not agree that need is exceptional, the parent will be able to provide further information for consideration.

#### **4. In Year Admissions - 'Out of Normal Round'**

4.1 In all cases, an application should be admitted to the South Devon UTC. If the relevant Year Group has vacancies the application should not be refused. If the relevant Year Group has reached or exceeded the Published Admission Number or other agreed admission limit, the UTC will consider whether exceptional need is demonstrated.

4.2 Applications for places at the UTC that indicate exceptional need will be discussed at the UTC.

4.3 If the UTC feels that exceptional need has been demonstrated, the LA will be advised that a place will be offered to the child at the UTC.

4.4 Where the UTC does not agree that the need is exceptional, the application will be prioritised according to the College over-subscription criteria and a place will be offered as per the normal in year admissions scheme and the local authority informed:

4.5 Where the UTC does not agree that the need is exceptional and a place at UTC is refused, the parent will have the statutory right of appeal to the Independent Appeal Panel.

4.6 Where the UTC does not agree that need is exceptional, the parent will be able to provide further information for consideration.