



SGS
BERKELEY
GREEN UTC

SGS Berkeley Green UTC

Admission Policy September 2027

Prepared by:	Gareth Lister
Job Title/Role:	Headteacher
Ref. No.:	Date of this version: 01/10/2025 Review date: 01/09/2026 Uploaded to website:
Approved by:	LSB
Date:	17/11/25

Section 1. Introductory Statement

Berkeley Green UTC offers a unique opportunity for students. As an Ofsted-graded 'Good' 14-19 school with two employer-led specialisms (engineering and digital technology), we have a unique curriculum that enables students to blend academic and vocational education.

STEM subjects (Science, Technology, Engineering and Maths) underpin our curriculum because they unlock an enormous variety of study and career opportunities for young adults. We deliver our teaching of these subjects in unrivalled, state-of-the-art facilities. All students who join the UTC have a keen interest in STEM, and specifically in one of our specialist areas.

Of course, we don't neglect other aspects of the curriculum and students can pick subjects which complement their STEM choices, as well as enjoying a range of extra-curricular activities. Literacy is a high priority for us; we strive to ensure that every student develops greater written and verbal fluency.

Employability is also truly at the heart of our culture and ethos. Students benefit from a very wide range of high-quality opportunities to work with local employers and participate in industry related activities. Every student participates in work experience. This helps us develop the 'soft skills' so necessary to future success, like teamwork, resilience and communication.

Berkeley Green UTC will provide school places for young people aged 14 to 19 and the admissions arrangements for the year group 2026 intake are set out below.

Berkeley Green UTC is committed to a straightforward, open, fair and transparent admissions process. The school will act fully in accordance with the School Admissions Code (as revised September 2021), the School Admissions Appeals Code and admissions law as they apply to Academies.

Section 2. Application process

Berkeley Green UTC will manage their own admissions and applications should be made directly to the UTC in order to support transition arrangements to the UTC.

Copies of the application form are available from the Admissions Team at Berkeley Green UTC office@berkeleygreenutc.org.uk or online at www.berkeleygreenutc.org.uk.

Inaccurate or false information on the form could result in the place being withdrawn.

Section 3. Published Admission Number

Berkeley Green UTC has an agreed Published Admission Number (PAN) of 130 per year for admission into Year 10 and will admit up to this number each year.

For each year, all applicants will be admitted if fewer applications than the PAN are received.

Berkeley Green UTC will offer post-16 provision for a maximum total of 400 pupils. 200 places overall will be available in Year 12 (the Year 12 'capacity').

Section 4. Special Educational Needs

Children with an Education Health and Care Plan (EHCP) where Berkeley Green UTC is named on the statement will be admitted to Berkeley Green UTC.

Section 5. Oversubscription Criteria Year 10

Where the school receives more applications than it has places available, the criteria listed below will apply, after the admission of children with a statement of Education Health and Care Plans which names Berkeley Green UTC. The oversubscription criteria will be:

- A 'looked after child' or a child who was previously looked after.*
- A maximum of 60% of the remaining places will be allocated to applicants who reside in the inner catchment area which is defined as:
 - Home address within 15 miles (straight line distance) of Berkeley Green UTC. The distance will be measured in a straight line from the Ordnance Survey Point of the child's home address (including flats) to the Ordnance Survey address point or other named point of the school, using a computerised measuring system, with those living near closest receiving the higher priority.
- Any other child living outside the catchment area(s)

Please note that home address is the address where the learner is resident for the majority of the week, Sunday to Saturday. If a child spends equal time at more than one address, the address used will be that which is registered with their doctor. Also we do not prioritise siblings of former or existing students at the UTC.

In the case of flats or multiple occupancy houses measurement will be taken from the main entrance of the building. If this results in a tie, places will be allocated randomly by a process overseen by someone independent of the school.

Section 6. Applications for Year 12

There are a variety of post-16 courses on offer each with different entry requirements. Full details of these will be published annually on the post-16 curriculum section of the website and applicants should contact the UTC for further information.

To be eligible for entry into Year 12 both internal and external pupils will be expected to have met the minimum academic entry requirements for the post-16 course and its level of qualification. These are:

For level 3 courses the minimum entry requirement is 5 GCSEs (or equivalent) at grade 4 or above. However, in addition to the post-16 minimum entry requirements, pupils will also need to satisfy minimum entrance requirements to the courses for which they are applying.

If either pupils progressing from Year 11 or external applicants fail to meet the minimum course requirements they will be given the option of pursuing alternative courses at our partner SGS College for which they do meet the minimum academic requirements, providing these courses are not already full and oversubscribed.

Course requirements are published annually on the UTC's website.

Berkeley Green UTC will admit any pupils with an Education Health and Care Plan whose statement names Berkeley Green UTC and who meet the minimum entry requirements.

When Year 12 is undersubscribed all applicants meeting the minimum academic entry requirements for the courses for which they are applying will be admitted.

When there are more external applicants that satisfy any academic entry requirements than the Published Admission Number, priority will be given in the following order:

- A 'looked after child' or a child who was previously looked after.*
- Pupils who are progressing from Key Stage 4 at the UTC
- A maximum of 60% of the remaining places will be allocated to applicants who reside in the inner catchment area which is defined as:
 - Home address within 15 miles (straight line distance) of Berkeley Green UTC. The distance will be measured in a straight line from the Ordnance Survey Point of the child's home address (including flats) to the Ordnance Survey address point or other named point of the school, using a computerised measuring system, with those living near closest receiving the higher priority.
- Any other child living outside the catchment area(s)

Please note that home address is the address where the learner is resident for the majority of the week, Sunday to Saturday. If a child spends equal time at more than one address, the address used will be that which is registered with their doctor. Also we do not prioritise siblings of former or existing students at the UTC.

In the case of flats or multiple occupancy houses measurement will be taken from the main entrance of the building. If this results in a tie, places will be allocated randomly by a process overseen by someone independent of the school.

Section 7. Tie break

In the event of two or more applications that cannot otherwise be separated, the school will use distance to Berkeley Green UTC as a tie-break. The distance will be measured in a straight line from the Ordnance Survey Point of the child's home address (including flats) to the Ordnance Survey address point or other named point of the school, using a computerised measuring system, with those living near closest receiving the higher priority

Section 8. Offers of places

The deadline for applications in year 10 is 31st December 2025 and for year 12 is 1st March 2026. All applications received after the deadline will be considered late applications. Late applicants will be considered after those received on time. If, following consideration of all applicants, the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Section 9. Waiting Lists

If the school is oversubscribed, names of all unsuccessful applicants will be placed on a waiting list. The list will be kept until the end of the first term and will operate in accordance with the oversubscription criteria defined above. Whenever a new applicant is added to or removed from the waiting list, the list will be reordered in accordance with the oversubscription criteria.

Section 10. Appeals

Parents who are dissatisfied with the school's decision not to admit their child(ren) may appeal to an Independent Appeals Panel against that decision. The determination of the panel will be made in accordance with the School Admission Appeals and will be binding on all parties.

Appeals should be made, in writing, to the Clerk of the Independent Appeals Panel Berkeley Green UTC (co. SGS Academy Trust, Causeway Road, Cinderford, GL14 2AZ) within 20 school days from the date of notification that the application was unsuccessful.

Section 12. Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group. The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request.

Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- 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

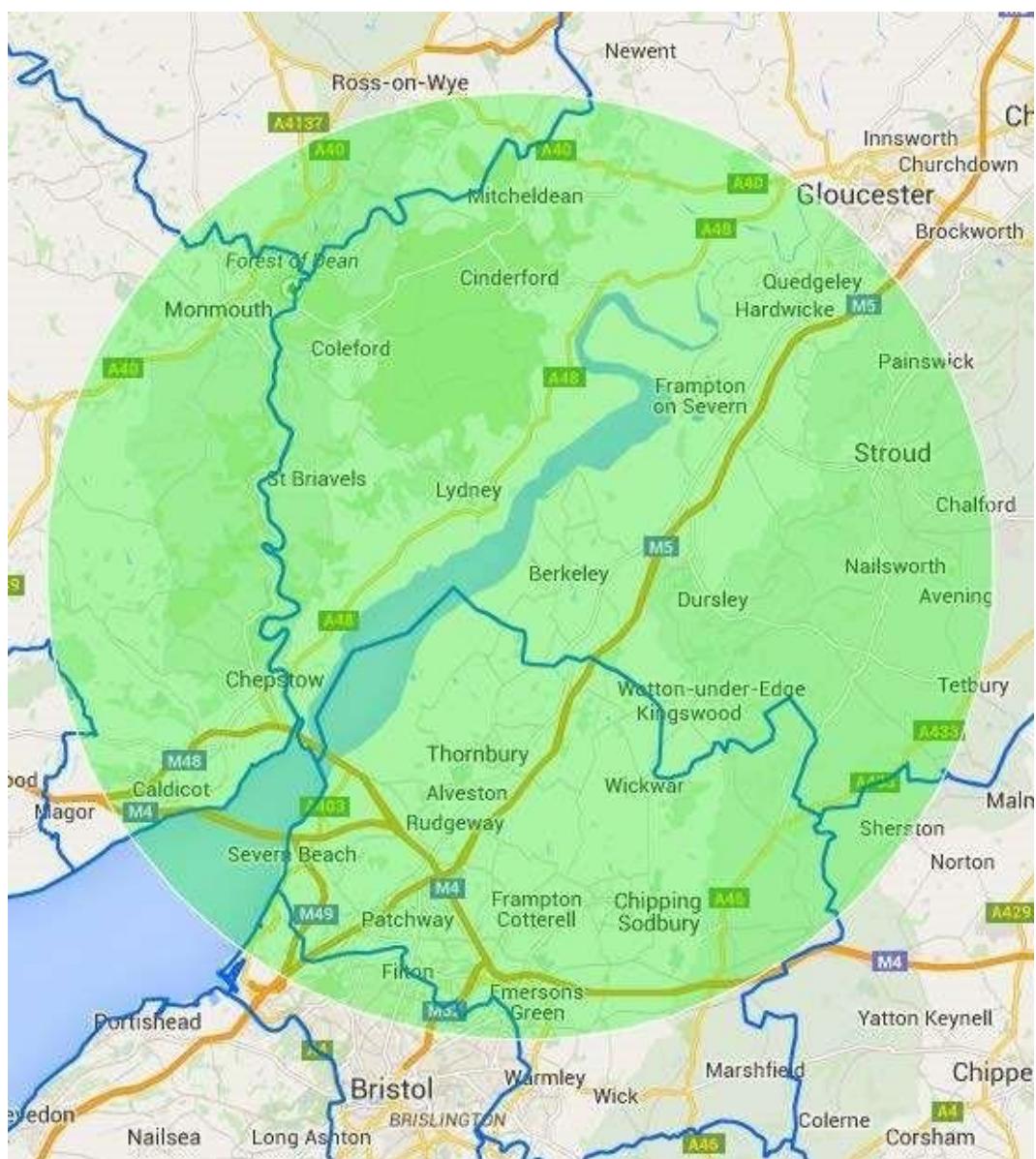
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

*** Looked After Children/Previously Looked After Children Definition** - A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. In Gloucestershire, such children are referred to as Children in Care. (2) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). (3) Under the provisions of s.12 of the Children and Families Act 2014. (4) See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). (5) A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Appendix A - Map showing Distances from Berkeley Green UTC



Please note:

The shaded area indicates 15 mile radius from Berkeley Green UTC.

More detailed maps are available on request or by using the postcode GL13 9FB in an online map.