



# **Admissions Policy 2019/20**

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**Marc Doyle**

**Approved by the ENLUTC Board 22/2/19**

## Admissions Policy

The Humber and North Lincolnshire region is renowned for the traditional Engineering based industries. Today the presence and growth of global and national companies as well as an entrepreneurial development of small and medium sized enterprises places demands on highly skilled young people. The area aspires to position the Engineering UTC Northern Lincolnshire as the world leader for renewables and engineering engaging businesses and employers across North Lincolnshire and beyond to demonstrate commitment through investment. It is the intention of Engineering UTC Northern Lincolnshire to mirror this ambition attracting admissions from across the region as well as the neighbouring areas of North East Lincolnshire, South and East Yorkshire.

### **Overall Approach**

The Engineering UTC Northern Lincolnshire is committed to an open, fair and transparent admissions process for 13 to 19 year olds and will act fully in accordance with the School Admissions Code (as revised February 2012), the School Admissions Appeals Code and admissions law as they apply to academies. These admissions arrangements support the wider ethos of the region and Engineering UTC Northern Lincolnshire aspires to be the 13-19 establishment of choice for both students and employers across the region.

In developing our admissions policy, we have looked to strike a balance between admitting North Lincolnshire students as well as students from other districts whilst minimising the impact on any individual provider. We have also ensured that no individual will be disadvantaged in gaining admission to the Engineering UTC Northern Lincolnshire by virtue of how far away they live.

The attached Map 1 (Appendix 1) of the local area demonstrates that open access is available to all in the first instance, until oversubscription occurs providing opportunities for students from across the region to access the Engineering UTC Northern Lincolnshire (see page 2 for oversubscription criteria). The local authority borders displayed on Map 1, will also be used to maximise opportunities for employers of those areas to engage with Engineering UTC Northern Lincolnshire yet have the opportunity to work directly with students from the same geographic location, offering work placement and ultimately employment opportunities.

### **Our Application Process**

1. For 2019 admissions, Engineering UTC Northern Lincolnshire will recruit Year 9, Year 10 and Year 12 students for entry in September 2019.
2. The application closing date will be **25 January 2019** and applications should be made directly to the Engineering UTC Northern Lincolnshire.

The capacity for Post 16 students to the Engineering UTC Northern Lincolnshire is **150** in year 12 and **150** in year 13.

Post 16 Application to the Engineering UTC Northern Lincolnshire's must be made via the application process set out below and in the prospectus. A Post 16 student will only be admitted to the Engineering UTC Northern Lincolnshire provided they meet the Post 16 admission criteria.

Admission to the Post 16 provision will be from:

- (i) students in Year 11 at the Engineering UTC Northern Lincolnshire; and
- (ii) students from outside of the Engineering UTC Northern Lincolnshire.

The admission number for students entering the Engineering UTC Northern Lincolnshire from outside (**external applicants**) from 2017 onwards will be **20. This means 20 places will be reserved every year for external applicants. Should the remaining 130 places not be filled by internal applicants the remaining places will be available for external applicants.**

The entry requirements for admission to Year 12 shall be the same for students on roll in Year 11 at the Engineering UTC Northern Lincolnshire and external applicants.

Post 16 Students will be admitted into the UTC at the start of the autumn term in each academic year although there may be some occasions when the students transfer during the academic year.

## 6. Minimum entry requirements

The entry requirements for courses available for the Engineering UTC Northern Lincolnshire are detailed in the relevant annual prospectus, which will be available from *September of the preceding year*.

All those seeking admission to the year 12 must achieve the necessary grades for access onto the courses they have chosen.

**7. Meetings to discuss Year 12 options** and entry requirements will be held prior to the application closing date to inform applicants about the Engineering UTC Northern Lincolnshire. These meetings will not form any part of the decision making process on whether to offer a place. Offers of places will be informed in letter by 29 March 2019. All year 12 offers will be conditional on students' exam results announced late in August. Inaccurate or false information on the application form could result in the place being withdrawn.

### Published Admission Number (PAN):

<b>Year 9</b>	120
<b>Year 10</b>	120
<b>Year 12</b>	150

### Special Educational Needs

In accordance with the 1996 Education Act, Engineering UTC Northern Lincolnshire will allocate places for all students with an Education, Health & Care plan that names the UTC, prior to offering places to the wider pool of applicants who have expressed an interest in Engineering UTC Northern Lincolnshire through the admissions process.

### Admission outside the normal age group (Year 9 and 10)

Parents may seek a place for their child outside of the normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

When requesting admission outside the normal age group, the parents should firstly complete the standard application for the normal age group. In addition, they should contact the council's Admissions Team to ask for an "admission outside the normal age group" form to be sent to them. That form should also be completed and submitted. On the "admission outside the normal age group" form they should list the schools they wish to consider their request, give information about why they are making the request, and submit any relevant evidence they may have (for example, if their child is receiving support from a speech and language therapist).

The council will consider their request on the circumstances of each case and in the best interest of the child concerned. 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; and the views of the head teacher of the school concerned. After consideration, the council will make a recommendation to the school on the request but it will be for the school to make the final decision on whether the request will be agreed.

### Our oversubscription criteria (Year 9 and 10)

All applicants will be admitted if Engineering UTC Northern Lincolnshire is undersubscribed.

Where Engineering UTC Northern Lincolnshire receives more applications than it has places available, after the admission of students with an Education, Health & Care plan that names Engineering UTC Northern Lincolnshire, the oversubscription criteria listed below will apply:

- looked-after children or children who were previously looked-after (see Appendix 2)
- children living within the three-zone catchment area (Appendix 1) will be allocated places by a random process

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

Engineering UTC Northern Lincolnshire has defined three zones from which it will recruit students, 60% from North Lincolnshire, 30% from North East Lincolnshire and 10% from anywhere else e.g. Hull, Doncaster, Goole. The allocation of the above is based on the places remaining after the admission of students with an Education, Health & Care plan that names the Engineering UTC Northern Lincolnshire and looked after children or children who were previously looked after. Remaining places will then be available to students applying from inside and outside the catchment area.

Random allocation for Year 9 and Year 10 places when we face oversubscription will be done by the drawing of numbered lots by a person independent of the Engineering UTC Northern Lincolnshire.

There will be an automatic right of transfer to Year 12 of the UTC from Year 11 for UTC students who meet the minimum entry requirements. There will be a minimum number of Year 12 places available for new entrants each year, more, if not all Year 11 students transfer, up to the overall place limit of the year of application.

If any of the three zones are undersubscribed (that is if places remain unallocated after all applicants have been given a place) then the remaining places will be allocated proportionately to the zones that are oversubscribed. This will be done in a randomised way. See Appendix 3 - Case studies for over subscription formulae.

### **Our Waiting List Provisions**

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

Engineering UTC Northern Lincolnshire will maintain a waiting list and all applicants will automatically be placed on the waiting list following an unsuccessful application. In the event that Engineering UTC Northern Lincolnshire has the need to recruit from the waiting list, all names contained on the list will be subject to and prioritised in line with, the oversubscription criteria previously described above. For the allocation of places from the waiting list a 'fresh' random allocation process will be completed each time.

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

### **Our Appeals Process**

All unsuccessful applicants have the right to appeal to an Independent Admission Appeals Panel. The appeals process will comply with the School Admissions Appeals Code, which is available online at <https://www.gov.uk/government/publications/school-admissions-appeals-code>

Further details on how to appeal will be stated in the letter for an unsuccessful candidate.

### **In Year admissions**

Students wishing to transfer to the Engineering UTC Northern Lincolnshire after starting Year 9 or Year 10 at another school should contact the Engineering UTC Northern Lincolnshire for details on how to make an application.

### **Year 12**

Engineering UTC Northern Lincolnshire will recruit 150 students in each year group. Engineering UTC Northern Lincolnshire will exercise the right to accept more applications in order to reach full capacity. To be eligible for entry into Year 12 all students will be expected to have met the minimum academic entry requirements for the sixth-form, which is:

**At least 4 GCSEs at grades A\* - D or equivalent (including English and maths), academic grades will determine the pathway for an individual student.**

There are a variety of post 16 courses on offer that will have additional academic entry requirements. Full details of these will be published annually on the Engineering UTC Northern Lincolnshire website (<https://www.enlutc.co.uk>).

### **Specialisms**

All applicants for Year 12, level 3 admissions will be expected to follow the UTC's specialism in Renewables & Engineering with either a technical or academic pathway. More details can be found in the prospectus on our website (as above).

Engineering UTC Northern Lincolnshire will admit any students with Education, Health & Care plans that name the UTC and who meet the minimum academic entry requirements. In addition to the Year 12's minimum academic entry

requirements, meetings to discuss options and entry requirements will be held in February/ March. If applicants fail to meet the Engineering UTC Northern Lincolnshire minimum requirements they will be given the option of pursuing an alternative course with one of the UTC partners, providing these courses are not already full and oversubscribed.

### **Admission outside the normal age group (Year 12)**

Where a pupil has already been educated outside their normal age group in the Engineering UTC Northern Lincolnshire, they will be admitted to Year 12 in the September after they complete Year 11 (subject to the academic requirements being met).

Where a pupil has been educated outside their normal age group at a different school they should draw attention to this when applying for their place by submitting an accompanying explanatory letter with their application form. The school will consider the request for admission outside the normal age group and notify their decision in writing by the conditional offer date.

### **Our Year 12 oversubscription criteria**

After the admission of students with an Education, Health & Care plan which names Engineering UTC Northern Lincolnshire, and where there are more applicants who meet the minimum academic entry requirements than places available, the oversubscription criteria listed below will apply:

- looked-after children or children who were previously looked-after who meet the minimum academic entry requirements
- all remaining places allocated by the highest academic performance achieved through 'Best 8' points score.

### **Tie Breaker**

#### **Applicants will be selected on academic performance in the first instance,**

- Where a group of applicants cannot be separated by academic performance, random allocation will be used. The available places will be shared across the zones in the percentages indicated (60%/30%/10%) to ensure a fair distribution. This process will be independently verified;
- all unsuccessful applicants have the right to appeal to an Independent Admission Appeals Panel. The appeals process will comply with the Schools Admissions Appeals Code.  
(<https://www.gov.uk/government/publications/school-admissions-appeals-code>)

Engineering UTC Northern Lincolnshire reserves the right to review the entrance criteria for the Year 12 annually and if any changes are made, will consult on the new arrangements appropriately.

### **Verification of random allocation processes**

To ensure Audit Compliance someone independent of the UTC will be required to supervise all processes of random allocation under these arrangements appropriately.

### **Sponsorship**

The UTC promotes close employer involvement in learning, and as part of this some employers may wish to sponsor individual students. Any sponsorship will take place after admission and will not be part of the admissions arrangements. Students sponsored in Years 9, 10 or 11 will only be able to transfer to Year 12 if they meet the general entry requirements set out above.

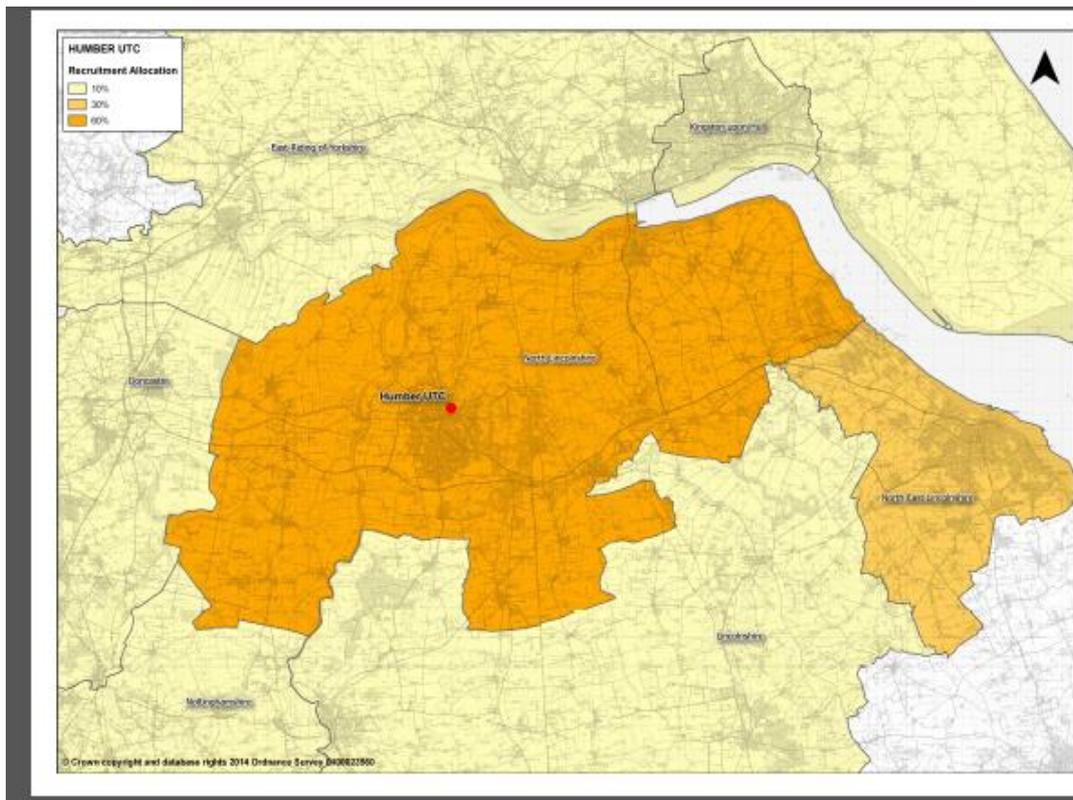
### **Management of applications**

The Engineering UTC Northern Lincolnshire will administer year 9 and year 10 and year 12 applications. Publication of a prospectus by September each year containing information for applicants wishing to join the UTC the following September, including admissions arrangements and details of open days/ evenings and opportunities to visit the UTC (or an alternative venue before the UTC building is complete).

These details will also be made available for inclusion in the combined information published by all the local authorities covered by UTC admissions. The application and notifications dates may vary in conformance with any timetable variations to application processes made by North Lincolnshire Council. For both entry points, late applications will be accepted but places will be subject to availability.

## Appendices

### 1. Map showing Catchment area with 3 zones



### 2. Definitions

Looked after children are defined as a child who is in the care of a local authority or provided with accommodation by them in accordance with Section 22 of the Children Act 1989 at the time of the application. This includes any child that has previously been in care and who is ceased to be looked after because they were adopted, or became subject to a child arrangements order or special guardianship order immediately after being looked after.

For admission purposes, the home address is where a child usually lives with their parent or carer. You must not give the address of a child-minder or relative. Where a child lives with parents with shared responsibility, each for part of the week, the Admission Officer will apply the address of the parent who claims the child's benefit as the pupil's address for determining this criterion. If neither parent claims child benefit other documentary evidence (eg medical card) may be required. If it is found that you have given a false address your child may lose their school place.

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

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

3. **CASE STUDIES** – examples of how places will be allocated in the event of more applications than places. The UTC has an admission number of 120 for Year 9 entry for September 2019. It guarantees a minimum of 60% of those places will be available to students from North Lincolnshire (72 places), 30% to students from North East Lincolnshire (36 places), and 10% to students from elsewhere (12 places). Here are three examples to illustrate how the allocation will be carried out:

#### Example One

The UTC receives 120 applications. 80 are from North Lincolnshire students, 35 are from North East Lincolnshire students, and 5 are from students living elsewhere.

#### Outcome:

As the UTC has not received more applications than places, all applicants are given a place. The percentage coming from each area is not relevant as there is room for all who have applied.

**Example Two**

The UTC receives 170 applications. 133 are from North Lincolnshire students, 27 are from North East Lincolnshire students, and 10 are from students living elsewhere.

**Outcome:**

There is a minimum guarantee of 12 places to students from elsewhere and only 10 applicants, so all of those 10 applicants are given a place. The remaining 2 places are made available to applicants from other areas.

There is a minimum guarantee of 36 places to students from North East Lincolnshire and only 27 applicants, so all of those 27 applicants are given a place. The remaining 9 places are made available to applicants from other areas.

There are 83 places remaining. These are randomly allocated amongst the 133 applicants from North Lincolnshire, 50 of whom will be unsuccessful.

	North Lincolnshire	North East Lincolnshire	Elsewhere	Total
Number of applications	133	27	10	170
Minimum no. of places	72	36	12	120
Reallocated places	+11	-9	-2	
Total places available	83	27	10	120
Number of refusals	50	0	0	50

**Example Three**

The UTC receives 160 applications. 100 are from North Lincolnshire students, 54 are from North East Lincolnshire students, and 6 are from students living elsewhere.

**Outcome:**

There is a minimum guarantee of 12 places to students from elsewhere and only 6 applicants, so all of those 6 applicants are given a place. The remaining 6 places are made available to applicants from other areas.

There is a minimum guarantee of 36 places to students from North East Lincolnshire. One third of the unused places (i.e. two places) from the elsewhere region is reallocated to North East Lincolnshire, raising the number of places available for that region to 38. The 38 places are randomly allocated amongst the 54 applicants from North East Lincolnshire, 16 of whom will be unsuccessful.

There is a minimum guarantee of 72 places to students from North Lincolnshire. Two thirds of the unused places (i.e. four places) from the elsewhere region is reallocated to North Lincolnshire, raising the number of places available for that region to 76. The 76 places are randomly allocated amongst the 100 applicants from North Lincolnshire, 24 of whom will be unsuccessful.

	North Lincolnshire	North East Lincolnshire	Elsewhere	Total
Number of applications	100	54	6	160
Minimum no. of places	72	36	12	120
Reallocated places	+4	+2	-6	
Total places available	76	38	6	120
Number of refusals	24	16	0	40