

Admissions Process 2020-2021

1- Open Event, Tour and/or STEM Workshop

Year 9

- Attending an open event, tour and/or STEM workshop is a mandatory stage of the application process to ensure the applicant is introduced to life at the ENL UTC whilst meeting with students, staff members and industry partners. Any applicant who has not visited the ENL UTC prior to a 'Getting to know you' meeting, will be contacted to arrange a suitable date and time to visit
- A tour of the ENL UTC facilities can be booked by contacting the main reception on 10724 878100 or emailing info@enlutc.co.uk directly. Tours will be arranged on an ad-hoc basis to suit the applicant and their family
- Open events take place periodically throughout the academic year and are scheduled for the following dates between 5.00pm and 7.00pm:
Wednesday 23rd **September 2020**
Wednesday 27th September 2021
Wednesday 28th April 2021
- STEM workshops take place periodically throughout the academic year and are scheduled for the following dates. Times TBC:
Saturday 12th **December 2020**
Saturday 13th March 2021
Saturday 3rd July 2021

Registering interest to one of the above events will be made available through the ENL UTC website www.enlutc.co.uk/events and on the ENL UTC social media platforms, @ENLUTC.

Year 12

- Whilst it is not mandatory for sixth form applicants to attend an open event, STEM workshop and/or tour, it will be encouraged by both the Marketing and Recruitment Officer, and SLT throughout the application process to help the applicant makes an informed decision by learning more about the ENL UTC's unique sixth form pathways

2- Online Application Form

Year 9

- The online application form at www.enlutc.co.uk/apply will start the applicants formal process of joining the ENL UTC in year 9

- Both the applicant and parent/carer must complete the online application due to the information required
- Upon completion of the application form, all applicants automatically consent to being placed on a mailing list for promotional purposes. This is to keep both the applicant and family informed about upcoming events and activities at the ENL UTC whilst passing on relevant updates and information relating to the application
- **It is essential that the ENL UTC, is kept updated should an applicant's contact details change, this will be made clear through communications from the Marketing and Recruitment Officer**
- All applicants will be required to attend an open event, STEM workshop and/or tour before continuing onto the next stage of their application. A tick box is available on the application form to confirm if this has taken place
- All applicants will receive an email from the Marketing and Recruitment Officer to confirm receipt of the application and to discuss the next steps
- **Applications will close on Thursday 1st July 2021, to ensure there is sufficient planning time for the new academic year. Any applications made after this date will be completed on an ad-hoc basis**

Year 12

- The online application form at www.enlutc.co.uk/apply will start the applicants formal process of joining the ENL UTC in year 12
- Both the applicant and parent/carer must complete the online application due to the information required
- Upon completion of the application form, all applicants automatically consent to being placed on a mailing list for promotional purposes. This is to keep both the applicant and family informed about upcoming events and activities at the ENL UTC whilst passing on relevant updates and information relating to the application
- Whilst it is not mandatory for sixth form applicants to attend an open event, STEM workshop and/or a tour, it will be encouraged by both the Marketing and Recruitment Officer, and SLT throughout the application process to help the applicant make an informed by learning more about the ENL UTC's unique sixth form offering
- All applicants will receive an email from the Marketing and Recruitment Officer to confirm receipt of the application and to discuss the next steps
- **Applications will close on Thursday 1st July 2021, to ensure there is sufficient planning time for the new academic year. Any applications made after this date will be completed on an ad-hoc basis**

3- 'Getting to know you' Meetings

Year 9

- Following completion of the application form and attending an open event, STEM workshop and/or tour, applicants will be required to attend a mandatory 'Getting to know you meeting' with a member of the Senior Leadership Team
- The meeting must be attended by both applicant and parent/carer and will be held at the ENL UTC on an agreed date
- These meetings are informal and are designed to ensure both the applicant and parent/carer are making an informed decision regarding their studies whilst providing an open conversation to answer any questions and/or concerns. They also assist in supporting the applicants transition to the ENL UTC in September, **not** to determine their place with the school
- 'Getting to know you' meetings will be arranged throughout the academic year, taking place on the following dates:
Week commencing **Monday 15th February 2021**
Week commencing **Monday 12th April 2021**
Week commencing **Tuesday 1st June 2021**
- If additional meetings are required these will be done on an ad hoc basis at a time and date to suit both the applicant and relevant member of staff
- Following the meeting, on the same day, applicants will be required to complete baseline assessments to understand their current level of English, Maths and reading. These assessments are informal but mandatory to ensure the ENL UTC has everything in place to support all applicants in September
- **Baseline assessments may last anywhere between two to two and a half hours and parent/carer attendance is not required**
- If an applicant is unable to complete the baseline assessments on the same day as their meeting, they will have the option to rearrange on an ad hoc basis to suit both the applicant and the ENL UTC
- Any reasonable adjustments will be made at 'Getting to know you' meetings for any applicants with additional needs

Year 12

- Following completion of the online application form, applicants will be invited to a 'Getting to know you' meeting with the Head of Sixth Form and Business Engagement Lead
- The 'Getting to know you' meetings will be arranged on an ad hoc basis throughout the half term dates noted above
- These meetings are informal and are designed to ensure the applicant is making an informed decision regarding their studies whilst providing an open conversation to answer any questions and/or concerns. They also assist in supporting the applicants transition to the ENL UTC in September, **not** to determine their place within the sixth form

- If an applicant is unable to visit the ENL UTC for a 'Getting to know you' meeting, a phone call will be arranged

4- Official Confirmation of Place

Year 9

- Following completion of the above stages, applicants will receive an email from the Marketing and Recruitment Officer, to confirm their place at the ENL UTC in September
- At home STEM activities, challenges and virtual talks may be sent out for applicants to complete in their own time and attend, to help provide further insight into the ENL UTC curriculum and the skills needed

Year 12

- Following completion of the above stages, applicants will receive an email from the Marketing and Recruitment Officer, to confirm a conditional offer to the ENL UTC in September based on GCSE results. However, if the applicant does not achieve the GCSE results needed for their chosen pathway the Head of Sixth Form and Business Engagement Lead, will be available for further discussions
- Introduction to projects will be sent home for applicants to complete in their own time, to help provide further insight into their chosen pathway at the ENL UTC and the skills needed

5- Transition Day

Both year 9 and 12 students will receive a student details form and will be asked to return the completed form on or before their transition day. This will ensure the ENL UTC team have sufficient time to update SIMs with the applicants details and to plan for the upcoming academic year.

The forms will be sent out via. email but will also be available in paper form if required.

Year 9

- Following completion of the above, applicants will be invited to a year 9 transition day, currently the XXXXXX 2021
- The transition day allows applicants the opportunity to meet with future classmates along with staff members and industry partners whilst getting hands-on with a carousel of activities reflecting the ENL UTC curriculum

- The transition day on XXXX 2021 will be followed by an information evening for parents/carers. Timings TBC
- If an applicant is unable to attend the transition day, a date to visit the ENL UTC can be arranged on an ad hoc basis through the Marketing and Recruitment Officer

Year 12

- Following completion of the above, applicants will be invited to a year 12 transition day, currently the XXXXXX 2021
- The transition day will be held with the Head of Sixth Form, allowing applicants the opportunity to meet with future classmates and staff members whilst getting an introduction to the level of projects and destinations available to them through the ENL UTC
- If an applicant is unable to attend the transition day, a date to visit the ENL UTC can be arranged on an ad hoc basis through the Head of Sixth Form and Business Engagement Lead

6- Welcome Pack

Year 9 and 12

- A digital welcome pack will be sent to all applicants by July 2021 containing everything needed for their new start
- The welcome pack will be sent out digitally but paper copies can also be requested if needed