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1. November 2018	LGC	
2. 01.11.21	LGC	
3. 06.11.23	LGC	

## ADMISSIONS POLICY UTC HEATHROW

### EXECUTIVE SUMMARY

The LGC need to consider any changes that you would like made to the 2025/26 admissions procedure.

If any changes are made then we would need to follow the consultation process.

- There is no need to consult if the only change is to increase the published admissions number.
- Admission authorities must ensure that they adhere to any guidance issued by the School Placement and Admissions team relating to statutory changes.

### Consultation Period – Minimum 6 Weeks

**Between : 1<sup>st</sup> October 2023 – 31<sup>st</sup> January 2024**

Admission authorities **MUST** consult with:

- Parents of children between the ages of Two and Eighteen
- Other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed arrangements
- All other admission authorities within the relevant area (except that primary schools need not consult secondary schools)
- Whichever of the governing body and the local authority who are not the admission authority
- Any adjoining neighbouring local authorities where the admission authority is the local authority (this only applies for community schools)
- In the case of faith schools, the body or person representing the religion or religious denomination.

The School Admission Code states that in most cases, by :

1. Publishing proposed arrangements on the school and LA website,

2. Communicating with parents with the link to the relevant page on the school's website

You will meet the statutory requirements of a public consultation.

Approved

# UTC Heathrow Admissions Arrangements – 2025/26

## Age Range

The UTC will accept students in the age range 14 to 19 - Years 10 to 13.

## Admission Numbers

The UTC Heathrow has the following agreed admission number for the UTC:

Year Group	PAN
10	100
11	100
12	160
13	140
<b>Total</b>	<b>500</b>

## Year 12

When at full capacity, the UTC will not admit external applicants unless it is undersubscribed by pupils progressing from its own year 11 and in such circumstances it will apply the same academic entry requirements as it does to pupils already on roll in the UTC.

## Applying to join in Year 10

Students applying to join the UTC in Year 10 will need to apply direct to the UTC via the online application form.

The closing date for applications will be 31st December of the year prior to joining (i.e. for entry in September 2025, the deadline would be 31<sup>st</sup> December 2024) and applications received by the deadline will be given priority. If fewer applications than the published admission number for a year group are received, the UTC will offer places to all applicants.

Parents will be notified of the outcome of their application by the UTC.

## Oversubscription criteria for Year 10

Where the number of applications for admissions is greater than the published admissions number, applications will be considered against the criteria set out below.

- Students with a statement of special educational needs or Education Health Care Plan, where the UTC is named, will automatically be offered places.
- A looked after child (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted.

If the number of applications exceeds the available places the following oversubscription criteria priorities apply:

Remaining places will be allocated randomly as follows :

- 1.1 50% of places will be offered to those students that live within 4 miles of UTC Heathrow.
- 1.2 The remaining 50% of places will be offered to students that live between 4-8 miles from UTC Heathrow.

Any places remaining in 1.1 and 1.2 will be offered to the surplus of 1.1 and 1.2.

After 1.1 and 1.2 have been exhausted places will be allocated randomly to those that live outside of the 8 mile radius of UTC Heathrow.

### **Applying to join in Year 12**

- Prospective Year 12 students should apply for a place directly to the UTC.
- The closing date for applications will be 31st December of the year prior to joining (i.e. for entry in September 2021, the deadline would be 31st December 2020). If fewer applications than the published admission number for a year group are received, the UTC will offer places to all applicants.
- The minimum academic entry requirements would normally be five GCSEs at grades 5 or above, including Maths and English but is subject to regular review. Students not meeting minimum academic requirements will be guided towards appropriate programmes of study.

### **Oversubscription criteria for Year 12**

- Priority for available places will be given to internal applicants who meet the minimum admission criteria and they will automatically be offered places.
- Students with a statement of special educational needs or Education Health Care Plan, where the UTC is named, will automatically be offered places.
- All looked after children will automatically be offered places.
- If the number of external applicants who meet the minimum admission criteria exceeds the number of places available, places will be offered on a randomised basis overseen by independent monitors.

### **Arrangements for admitting pupils to other year groups, including to replace any pupils who have left UTC Oxfordshire**

UTC Heathrow will participate in The London Borough of Hillingdon's In Year Fair Access Protocol.

Subject to any provisions in our admission arrangements relating to applications submitted for years other than the normal year of entry, the UTC will consider all such applications and if the year group applied for has a place available, admit the child. If more applications are received than there are places available, the oversubscription criteria shall apply. Parents, and/or young person in the case of 6<sup>th</sup> form, whose application is turned down shall be entitled to appeal.

### **Late applications**

Where applications are received after the published deadline and where places are still available, the UTC will run a random selection to decide upon the students to be offered a place.

### **Appeals in the event of refusal of a place**

If a child is refused a place, parents will be advised of their right of appeal to an independent appeal panel. Information about the right of appeal will be included with their notification of an unsuccessful application.

### **Waiting lists**

All children who are not offered a place to the UTC will be placed on a waiting list for at least one term unless their parent asks for this not to happen.

Should a place become available at the UTC after the offer date that place will be offered using the random allocation process, as per published oversubscription criteria.

Random allocations are necessary where there is more than one applicant ranked equally according to the published admission rules and there are insufficient places available to allocate all of the equally ranked applicants. Each random allocation event only holds for the allocation of the currently available UTC places. On any waiting list the remaining applicants remain equally ranked and any further place is offered as the result of a further random exercise. In making a random allocation it is important that there is scrutiny from a person who is not involved in the allocation process. The random allocation will be done using either a computer programme or by an independent draw process. Further information about the random allocation process can be supplied on request.

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