

LINCOLN UTC

ADMISSIONS POLICY 2018-19

Introduction

The City of Lincoln has a rich tradition of engineering based industries which is being maintained through the continued presence of global and national companies as well as wealth of small and medium sized enterprises. The Lincoln City Master Plan and the Greater Lincolnshire LEP Growth Ambitions both strive to position Lincoln as a regional hub for technological innovation, embracing the interest and investment from businesses and employers across Lincolnshire and beyond.

Although based in the heart of the City, Lincoln UTC will mirror this ambition by attracting admissions from across Lincolnshire as well as the neighbouring boroughs and counties of North East Lincolnshire and Nottinghamshire. Lincoln UTC aspires to be the 14-18 establishment of choice for both pupils and employers across the region. It is the intention of Lincoln UTC to be able to offer students access to a diverse range of employers and industries, embracing multinational organisations as well as small to medium enterprises.

Lincoln UTC has defined key recruitment locations, or nodal areas, from which it will recruit. Radiating from Lincoln, these nodal areas are strategically situated across the county embracing the areas of highest population densities. This enables Lincoln UTC to provide opportunities for pupils from across the region to access the innovative curriculum offered. These nodal areas will also maximise opportunities for employers to engage with Lincoln UTC and work directly with students from the same geographical area through the provision of work placements and ultimately apprenticeship opportunities.

With the opening of the Humber UTC and Peterborough UTC, Lincoln UTC has adapted the nodal points to reflect these new educational establishments. Lincoln UTC is keen to ensure that students are able to attend the UTC that is closest to their home, particularly given the challenges of travel across Lincolnshire. Whilst Lincoln UTC includes postcodes of towns and cities close to Humber and Peterborough UTCs, the UTC recognises that it is likely that few students will attend from these locations. However, the inclusion of these postcodes does ensure that students in Lincolnshire have a range of options for 14-18 education.

Since opening in September 2014, the UTC has also learnt of the specific challenges that students living in some nodal point areas experience when trying to travel to the UTC. Some areas of nodal points, such as around Grantham and Sleaford, are remote from public transport and as a result travel times are very extensive. The UTC wishes for students to be travelling for no more than 70 minutes per day in each direction. Therefore, applicants and their families are encouraged to assess travel plans prior to submitting an application to the UTC.

The following postcode areas are prioritised to apply for admission to Lincoln UTC:

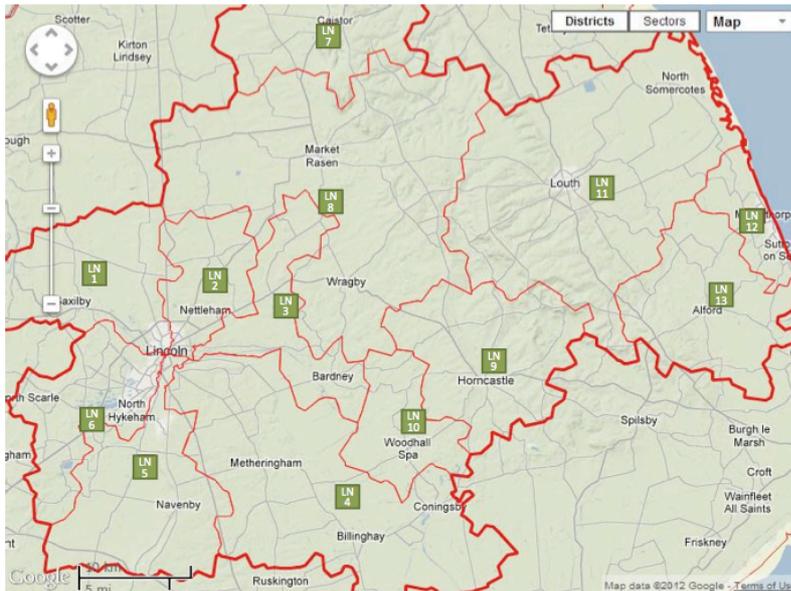
Nodal Area	Eligible Postcodes		Nodal Point	Eligible Postcodes		Nodal Point	Eligible Postcodes	
Lincoln	LN1 LN3 LN5	LN2 LN4 LN6	Market Rasen Horncastle	LN7 LN9	LN8 LN10	Louth Mablethorpe	LN11 LN12	LN13
Gainsborough	DN9 DN22	DN21	Bourne Boston	PE10 PE21	PE20 PE22	Skegness	PE23 PE25	PE24
Newark	NG23	NG24	Grantham	NG31	NG32	Sleaford	NG33	NG34

Lincoln UTC will accept applications from outside these defined postcodes, however, these applications will only be considered once all application from the listed postcodes have been prioritised. Such external applications will be subject to the over subscription criteria.

Lincoln UTC will recruit Year 10 and 12 pupils for entry in September 2017 from each nodal area in line with the percentages below. The figures in brackets indicate the numeric admission value for each year group once Lincoln UTC is fully operational to maximum capacity.

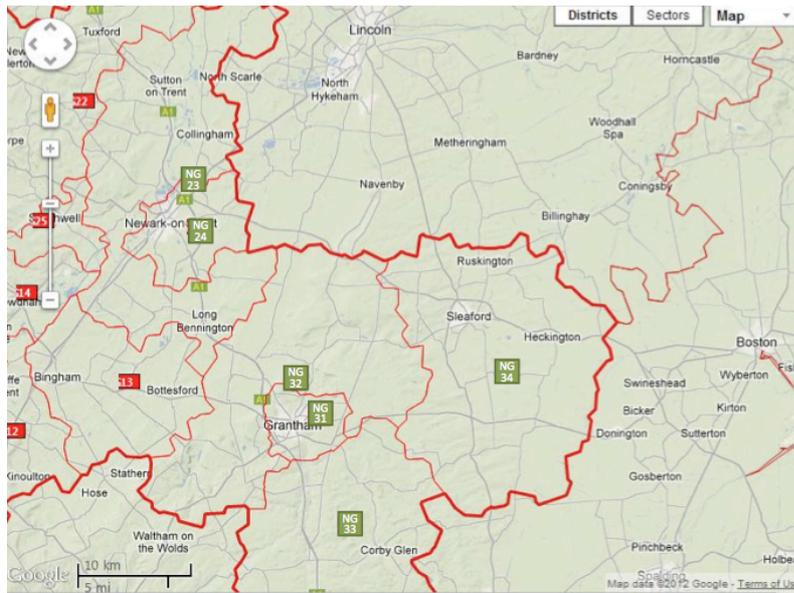
Nodal Area	% Recruitment	Nodal Point	% Recruitment	Nodal Point	% Recruitment
Lincoln	40%	Market Rasen Horncastle	5%	Louth Mablethorpe	5%
Gainsborough	10%	Bourne Boston	10%	Skegness	5%
Newark	10%	Grantham	5%	Sleaford	10%

The following maps define the boundaries of the prioritised postcode area from which Lincoln UTC will recruit.



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To articulate and manage the admission process the Lincoln UTC will fully integrate into the Admission Arrangements centrally managed and coordinated by the Local Authority. Being located in Lincolnshire the UTC will embrace the Admissions Arrangements of Lincolnshire County Council who will then liaise with other Local Authorities.

Our Published Admission Number (PAN)

The Lincoln UTC will have an admission number of 160 at Year 10 when fully operational. The table below illustrates the total number of places available in each year group each year since opening in 2014, with the incremental rises in external entry for Years 10 and 12 reflecting the increasing capacity as Lincoln UTC becomes fully operational:

	2014	2015	2016	2017	2018
Year 10	140	160	160	160	160
Year 11	0	140	160	160	160
Year 12	120	140	160	160	160
Year 13	0	120	140	160	160
Total	260	560	640	640	640

In accordance with the 1996 Education Act Lincoln UTC will allocate places for pupils with a statement of special educational needs or an education, health and care plan that names the UTC, prior to offering places to the wider pool of applicants who have expressed an interest in Lincoln UTC through the admissions process.

Our Years 10 & 11

Admissions for Year 10 are coordinated by Lincolnshire County Council. Full details of the admissions procedures are available at <http://www.lincolnshire.gov.uk/parents/schools/school-admissions/>.

Our Sixth Form

Lincoln UTC will ultimately operate a sixth form for a total of 320 pupils, 160 places in each year group; this is the capacity of our Sixth Form. A minimum of 90 is allocated to external applicants, this is the Published Admission Number for Year 12. The UTC will admit above this when capacity is available. The following information is updated annually to assist potential applicants.

As approximately 70 students will end Year 11 in Summer 2018, there will be a minimum of 90 places available for external candidates in 2018.

In the event that some current UTC students chose to leave the UTC at the end of year 11 in Summer 2018, further places may become available for external candidates.

To aid this process, all current UTC students in Year 11 must confirm their desire to continue studying at Lincoln UTC by midnight on Friday 1st December 2017. Lincoln UTC will exercise the right to accept more external applications in order to reach the capacity of the Sixth Form.

For entry into the Sixth Form in 2018 applicants will need a minimum of 5 GCSEs, Grade C / 5 and above, including Mathematics and English. The entry requirements will vary in accordance with the programme of study selected by each applicant. The details for each course are available at www.lincolnutc.co.uk/engineering-post-16/

Students are invited to apply for places in Year 12 from 31st August 2017. Full application information and forms are available on the 'How to Apply' page of our website at www.lincolnutc.co.uk. Completed application forms are emailed to admissions@lincolnutc.co.uk or posted to the UTC address, provided on our website. The UTC operates a monthly application cycle; on the last working day of each month, applications are processed and applicants are invited to attend a meeting at the UTC. This meeting involves a discussion about the candidate's application and specialist pathway of study, enabling the applicant to firm up their application.

The final date for the first cohort of applications is midnight on Friday 1st December 2017. On this date all external applications will be viewed. If the number of applications exceeds the number of places available the following over-subscription criteria will be used as outlined below.

Applicants will be made provisional offers in writing, subject to examination results in August 2018. Any applications received from 2nd December 2017 onwards will be processed on a monthly basis; on the final working day of the month the applications will be processed, applicants will be invited to a meeting and provisional offers will be made accordingly. This process will continue until the UTC reaches the Sixth Form capacity of 160.

Lincoln UTC reserves the right to review the entrance criteria for the Sixth Form annually and, if any changes are made, will consult on the new arrangements appropriately.

Our Oversubscription Criteria

The number of pupils that Lincoln UTC will admit from each nodal area is described above. In the event that applications from an individual nodal area exceeds the number of spaces allocated to that nodal area the following criteria will be applied in the order set out below. The definitions of these criteria can be found in Appendix 1:

- To those children who are looked after or have previously been looked after;

- To those children who have older siblings currently on the roll at Lincoln UTC;
- To those children who, through the written support of a doctor of social worker, are deemed, for medical or social reasons, to likely to benefit from attending Lincoln UTC;

In the event that applications from an individual nodal area do not reach the number of spaces allocated to that nodal area, the following criteria will be applied:

- Unused allocations will be pooled centrally and made available to applicants in those nodal areas that are oversubscribed, on an independently verified random allocation basis;
 - To those children applying from outside priority nodal areas;
 - Tie-Breaker – independently verified random allocation will be used as a tie breaker to decide which applicant is progressed if two or more applicants cannot be otherwise separated then this will be drawn by an independent person, not employed by Lincoln UTC or working in the Local Authority of Children's Service Directorate.

Unsuccessful applicants will have a right to appeal to an Independent Admission Appeals Panel.

Our Waiting List Provisions

Subject to any provisions regarding waiting lists in Lincolnshire County Council's co-ordinated admission scheme, Lincoln UTC will operate a waiting list. Where in any year Lincoln UTC 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.

The waiting list will be maintained by Lincoln UTC and it will be open to any parent to ask that their child's name is placed on the waiting list following an unsuccessful application.

In the event that Lincoln UTC 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.

Our Appeals Process

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.

Such appeals are required to outline the grounds of appeal in writing to the Chair of the Board of Governors and must be submitted by 30th April prior to the September of admission.

In order to meet the government's military covenant, aimed at helping service personnel and Crown Servants returning from abroad, we have adopted the following arrangements. For late co-ordinated applications and mid-year applications we will aim to remove any disadvantage to UK service personnel (UK Armed Forces) by applying the schools oversubscription criteria to their address. We will check to see if the address is within the distance of the last child admitted in the last admission round that was oversubscribed on offer day. If the address is within the distance the governors will be asked to consider admitting providing all children in public care and siblings have already been admitted. This will be irrespective of the fact that the school has had appeals or appeals are scheduled.

It may be, however, that the governors still cannot admit because of organisational or curriculum difficulties within the school. We will need the notice of posting or official government letter and posting address before we can consider an application under these arrangements.

Fair Access

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full.

Fraudulent or Misleading Applications

As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim. We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

Appendix 1

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 now adopted or who is subject to a residence order or special guardianship order.

For admission purposes the address we use will be where the child lives for the majority of the school term time with a parent who has parental responsibility as defined in the Children Act 1989. Or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996.

Where your child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be that of the parent who lives closest, as measured by driving distance. These distances are defined by the The AA Route Planner available at www.theaa.com. The postcode of the closest parent will be used as the origin of the journey and the postcode of Lincoln UTC, LN2 1PF, as the destination. The nearest address to the school is found by measuring the distance from your home address to Lincoln UTC by driving distance along public highways. We do not measure to any other schools. Distance is measured electronically along public highways using the post office address point of the home to the post office address point of the school. If you have more than one home, we will take as the home address the address where you and your child normally live for the majority of the school term time

We define a sibling as a full brother or full sister or a half brother or sister, whether or not living in the same household. Another child normally living for the majority of term time in the same household, for whom an adult in the household has parental responsibility as defined in the Children Act 1989 or Section 576 of the Education Act 1996.

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 Lincoln UTC will admit above its PAN to allow applications from multiple birth siblings.

For medical or social grounds, the supporting letter should set out the particular reasons why the UTC is the most suitable school for your child and the difficulties that would be caused if they had to attend another school. If this is not produced governors must not give the children any higher priority under the admission arrangements.