

LINCOLN
UTC
A University
Technical College



Admissions Policy

Sept 2020 / 2021

*Working together to develop the skills
for success in industry and university*

Specialists in science, technology, engineering and maths
in partnership with industry and the University of Lincoln



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Introduction

Lincoln UTC provides a unique pledge to all its students of '*working together to develop the skills for success in industry and university*'. This document sets out the admission arrangements for the UTC reflecting that vision, mission and ethos.

Notwithstanding these arrangements, the Secretary of State may direct Lincoln UTC to admit a named student to the UTC on application from a Local Authority.

Although based in the heart of the City, Lincoln UTC encourages applications from across Lincolnshire as well as the neighbouring boroughs and counties of North East Lincolnshire and Nottinghamshire. However, this does not preclude anyone from outside these areas making an application.

Lincoln UTC provides places for young people aged 14 to 19 for the year groups 10 to 13.

Applications for places at Lincoln UTC are managed directly by Lincoln UTC with the governing body overseeing these arrangements. In order to fulfil the vision and purpose of the UTC, we will administer a fair, transparent and objective policy that complies with the Schools Admissions and Admissions Appeals Codes as they apply to University Technical Colleges (UTCs).

The Published Admissions Number (PAN)

Lincoln UTC when full will have a capacity of 640 students in total, which comprises of 160 students in each year group. When the school first opened in September 2014 it had a Published Admissions Number (PAN) of 260 students. Followed by a PAN of 560 in 2015 and 640 from 2016 onward.

	2020	2021
Year 10	160	160
Year 11	160	160
Year 12	160	160
Year 13	160	160
Total	640	640

Students will only be admitted above the published pupil admission number if exceptional circumstances apply.

Arrangements for Admission into Year 10

All students with statements of Special Educational Needs or Education, Health and Care Plans where Lincoln UTC is the nominated school on the statement will be admitted.

The UTC will consider all applications for places and where fewer than the Published Admission Number for Year 10 are received, an offer of a place will be made to all Year 9 applicants.

Over-subscription Criteria

In the circumstances that the UTC is over-subscribed; i.e. the number of applications is greater than the Published Admissions Number, the following criteria in rank order will be used to allocate places:

- i. Applicants who are, or who have previously been, in public care. Previously looked after children are children who were looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.
- ii. Applicants whose siblings already attend the UTC and continue to do so on the date of admission. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
- iii. Applicants whose parents/carers are employed directly by the UTC. This is an incentive measure to ensure the recruitment and retention of high-quality staff.

Tie-break

Should there be a need for a tie breaker for two or more applicants who cannot be otherwise separated, the decision will be made by independently verified random selection to determine which applicant is offered a place.

Applications from sets of twins or other children from multiple births will be considered together as one application, the one decision impacting on all the children concerned. If necessary, the UTC will go over PAN to allow a positive application outcome to be applied to said multiple birth siblings. Unsuccessful applicants will have a right of appeal to an independent admission appeals panel, (see Appeals Section)

Arrangements for Admission to Post 16 Provision

All applicants with statements of Special Educational Needs or Education, Health and Care Plans where the UTC is named on the statement who meet the minimum academic entry requirements will be admitted.

Lincoln UTC will consider all applications for places and, where fewer than the Published Admission Number for Year 12, an offer of a place will be made to all applicants who meet the minimum academic entry requirements.

Priority will be given to applicants who meet the minimum academic entry requirements and who are, or who have previously been, in public care.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.

At post 16, priority will be given to UTC Year 11 students progressing to Year 12. However, it is usual for several of the UTC Year 11 students to follow an apprenticeship pathway in preference to Year 12 studies. Therefore, it is expected that places will usually be available for external applications into Year 12. In such circumstances Lincoln UTC will apply the same academic entry requirements to external applications as it does to learners already on roll in the UTC. Entry requirements for individual courses are detailed on the LUTC website.

Lincoln UTC reserves the right to offer entry to students based on their individual merits, providing it has capacity to deliver an appropriate range of courses.

For external applicants meeting the minimum academic entry requirements, if a tiebreak is necessary to determine who is admitted, Lincoln UTC will apply a random allocation process which will be independently overseen.

There will be a right of appeal to an Independent Admission Appeals Panel for unsuccessful applicants (see Appeals Section).

Arrangements for admitting applicants to other year groups

Where a place becomes available within another year group, for example should a Year 11 or Year 13 student leave, Lincoln UTC may admit additional students using the over-subscription criteria above, only if it is practicable and in the interests of the student(s) to do so. In-year applications should be made directly to the UTC via its website.

Arrangements for UK service personnel (UK Armed Forces)

For families of service personnel with a confirmed posting to the area, or crown servants returning from overseas, Lincoln UTC will not penalise applicants on the basis of current residential location provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address. Where places are over-subscribed all over-subscription criteria for the relevant year of entry still apply.

Notification of Admission decisions

The deadline for applications will, initially, be December 31st for entry in the following September. Lincoln UTC will notify prospective students of the outcome of their application within ten working days of the deadline. In the event that Lincoln UTC has not reached PAN by the December deadline, Lincoln UTC will accept further applications (up to PAN) with decisions made at the end of each subsequent calendar month.

Waiting Lists

Lincoln UTC will operate a waiting list as follows:

- Where, in any year, Lincoln UTC receives more applications for places than there are places available, a waiting list will operate.
- The waiting list will be maintained by Lincoln UTC and it will be open to any parent/carer to ask for their applicant's name to be placed on the waiting list following an unsuccessful application.
- An applicant's position on the waiting list will be determined solely in accordance with the over-subscription criteria set out above.

- Where places become vacant they will be allocated to applicants on the waiting list in accordance with the oversubscription criteria.
- Should an applicant join the waiting list with higher priority under the oversubscription criteria than others already on the list, they should be ranked appropriately, without reference to when they were placed on the waiting list.
- Placing an applicant's name on the waiting list does not affect the parent/carer's right of appeal against an unsuccessful application.

Reasons to withdraw offers of places

In line with guidance as provided by the DFE, Lincoln UTC may withdraw offers of places if:

- The applicant has been permanently excluded from two or more schools and the latest exclusion took place within the last two years.
- The applicant was offered the place on the basis of a fraudulent or intentionally misleading application from a parent which effectively denied a place to a child with a stronger claim.
- If attending The UTC will be a breach of any pending legal or civil action e.g. any bail requirements or court orders which may be in place.
- The parent has not responded within a reasonable period of time.

Appeals

If any year 10 or 12 child is refused a place at the UTC, or has their offer of a place withdrawn, their parent(s)/carer(s) will be made aware of their right to appeal to an independent appeals panel established by Lincoln UTC.

Information about their right to appeal will be sent to unsuccessful applicants at the time their application is refused.

Lincoln UTC will co-ordinate the appeals process and those wishing to appeal should put their intention in writing addressed to Lincoln UTC Admissions within 20 school days of receiving the refusal notification.

The decision of the Independent Appeals Panel will be final.