



Admissions Policy

Academic Year 2025/2026

*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 has an admission number of 120 students in year 10.

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.

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.

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, including those children who appear (to the admission authority) to have been in state care outside of England, 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.
- iv. Other students.

'Looked After Children'

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. 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). This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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) .

Admissions outside of chronological age group

Parents and carers may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Lincoln UTC is happy for parents and carers to contact the admissions team directly to discuss possible out of year applications. (email admissions@lincolnutc.co.uk)

Parents and carers resident in Lincolnshire may call 01522 782030 or email schooladmissions@lincolnshire.gov.uk for independent advice on admissions outside of the chronological year group. It is important for parents and carers to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request. Lincoln UTC will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include taking account of:

- the parent's views;
- any available 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;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the head teacher

Arrangements for Admission to Post 16 Provision

The Published Admissions Number (PAN) for year 12 is 20.

This is a **minimum** number of places that will be made available to external applicants.

In the event that fewer than 120 of the UTC's year 11 students transfer into year 12, additional external students will be admitted until year 12 meets its maximum capacity of 140.

Lincoln UTC has historically had a higher proportion of students (higher than national average) who have succeeded in securing apprenticeships and who have chosen to follow this pathway in preference to sixth form studies. It would, therefore, be expected that the number of places available to external applicants will be normally be greater than the minimum (Admissions Number) of 20. External applicants considering Lincoln UTC for their sixth form studies should not be deterred by the apparently low admissions number. In most years it has been twice this figure. If applicants phone or email (admissions@lincolnutc.co.uk) we will be happy to let them know the likely number of places in any given year.

Lincoln UTC will apply the same academic entry requirements to external applications as it does to year 11 learners already on roll in the UTC. Entry requirements for individual courses are detailed on the LUTC website.

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 there are 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.

When there are more external applicants who satisfy minimum entry requirements than there are places, priority will be given as follows:

- 1 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, including those children who appear (to the admission authority) to have been in state care outside of England, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.
- 2 Other students

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 UK 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, intended address or quartering area address. Where places are over-subscribed all over-subscription criteria for the relevant year of entry still apply.

For families of UK service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the UTC will:

- Process an application in advance of the family arriving in the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address, intended address or quartering area address to use when considering the application against the school's oversubscription criteria.
- Accept a Unit postal address or quartering area address for admissions purposes for a service child where the parent requests this
- The UTC will not refuse a service child a place solely because the family does not have an intended address or does not yet live in the area.
- Evidence of an intended address will be required such as tenancy agreement, or mortgage statement. Please contact the school for more details.

For late applications and in year applications supported by the appropriate military documentation, we will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The UTC will consider whether:

- An application from that address would normally succeed in an oversubscribed year
- There is any child on the reserve list with higher priority under the oversubscription criteria
- The prejudice from admitting an extra child would be excessive.

The governors have discretion to admit above the admission number in these circumstances if they wish, but are not obliged to do so. If a place is refused, you will be informed of your right of appeal.

Notification of Admission decisions

The deadline for applications will, initially, be September 30th 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 initial deadline, Lincoln UTC will continue to 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.

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. Lincoln UTC will participate in Lincolnshire County Council's fair access protocol. Students allocated under fair access protocols will take precedence over those on a waiting list.

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. Parents making midyear applications, who are refused a place at the UTC, have identical rights of appeal.

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.

Equal Opportunities

Lincoln UTC is committed to providing equal opportunities for all regardless of race, faith, gender, or capability in all aspects of the college. We promote self and mutual respect and a caring and non-judgemental attitude throughout the college

Review Framework

This policy will be reviewed annually.

Signed
Principal
Date: 11.03.2025



Signed
Chair of Governors
Date: 11.03.2025

