



London Design & Engineering UTC

Admissions Policy for September 2020

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1. INTRODUCTION

The Design and Engineering UTC (LDE UTC) is an industry led, hi-tech school, providing excellence in technical education for the young people in East London that enables seamless progression into higher education and fulfilling employment. The curriculum is delivered through interesting and exciting employer-led projects, enabling learning by doing rather than listening. Learning content will be relevant and memorable, boosting students' academic achievements. Students will receive expert careers advice from employer partners and the university sponsor, coupled with mentoring, site visits and work placements. Employer partners include Thames Water, Costain, Skanska, Tideway, Fujitsu, the University of East London and many more.

The LDE UTC provides a unique pledge to all of its students to help them move on to a degree course at university of their choice, an offer of employment or an apprenticeship with one of its many partners when leaving the UTC. The Admissions Policy reflects these aims and aspirations.

The LDE UTC, situated in the London Borough of Newham, is within easy reach of Waltham Forest, Hackney, Barking & Dagenham and Redbridge. The UTC is easily accessed from other parts of London and Essex by extensive rail and local bus links. The LDE UTC will serve London's most diverse local communities and give emphasis to significantly increasing the proportion of young women taking up careers in engineering.

The LDE UTC will provide places for young people aged 13 to 19 and the admissions arrangements for the Year groups 9 and 12 from September 2020 are set out in this policy. Full details are also available on the LDE UTC website at: www.ldeutc.co.uk

As the admissions authority, the LDE UTC Trust, in order to fulfill the vision and purposes of the UTC, will administer a fair, transparent and objective policy that complies with the School Admissions and Admissions Appeals Codes as they apply to University Technical Colleges (UTCs).

2. THE PUBLISHED ADMISSION NUMBER (PAN)

The LDE UTC when full will have a total capacity for 600 students in total. When it first opened in September 2016 it had a Published Admission Number (PAN) of 150 students. Followed by a PAN of 225 in 2017 and 250 in 2018.

However, since opening in 2016, the LDE UTC has been reviewing its admission arrangements regularly given its experience of recruiting students particularly into Year 10 (age 14). As result the LDE UTC revised its oversubscription criteria from 2018 onwards to include a gender oversubscription criterion. From 2019 with the revised oversubscription criteria the LDE UTC changed its admissions arrangements to include Years 9, 10, 12 intakes. For 2020 and future years the UTC has reverted to just having Year 9 and Year 12 intakes.

The following two tables outline the expected student numbers by year group as the UTC builds to full capacity from 2016 to 2021 and the PAN for the first six years of the UTC.

From 2020 onwards, the LDE UTC has a proposed PAN of 80 students per year for admission into Year 9 (age 13) only. As a transitional measure, to help the UTC build to full capacity effectively, there is for 2019 only, an age 14 (Year 10) PAN of 80 students and age 13 (Year 9) PAN of 80 students.

The LDE UTC at full capacity will also offer post-16 provision for 180 students in Years 12 and 13 – i.e. 360 in total. As the LDE UTC builds to full capacity the post-16 PAN for external applicants into Year 12 (age 16) is 200 in 2018; 140 in 2019 and 180 from 2020 onwards.

From 2018 onwards, if less than 100% of the UTC's own Year 11 students transfer into Year 12, additional external students will be admitted until Year 12 is full.

	Total Expected Student Numbers (Capacity)					
	2016	2017	2018	2019	2020	2021
Year 9				80	80	80
Year 10	50	75	100	80	80	80
Year 11		50	75	100	80	80
Year 12	100	150	200	140	180	180
Year 13		100	150	200	140	180
Total	150	375	525	600	560	600

	PUBLISHED ADMISSIONS NUMBER (PAN)					
ENTRY into the UTC	2016	2017	2018	2019	2020	2021
Year 9 (age 13)				80	80	80
Year 10 (age 14)	50	75	100	80		
Year 12 (age 16)	100	150	200	140	180	180
Total	150	225	300	300	260	260

3. THE ADMISSIONS APPLICATION PROCESS

The LDE UTC is planning to be a mixed ability and mixed gender institution. We want to admit students from across a broad range of abilities, and to achieve a 50:50 mix of female and male students, if possible. The admissions policy and oversubscription criteria have therefore been designed to try and achieve this, whilst remaining compliant with all admissions codes and regulations.

Year 9 applications for 2020 and subsequent cohorts - Deadline for September 2020 is 13th December 2019.

For entry into Years 9 in September 2020, parents will apply directly to the UTC using the LDE UTC Year 9 application form (available from the LDE UTC office or the LDE UTC website)

Please Note:

All applicants will be admitted if fewer applications than the PAN are received.

All Students with an Educational Health and Care Plan will be admitted to the LDE UTC when it is named in the statement. All applicants will be admitted if fewer applications than the PAN are received. Where the LDE UTC receives more applications than it has places available, the following criteria will apply.

Oversubscription criteria for Year 9 in 2020

When the LDE UTC is oversubscribed priority will be given within each band to:

1. **Looked after children and previously looked after children.** (*Looked-after children and previously Looked-after children: previously Looked-after children are those who have been adopted, or have become subject to a residence order or special guardianship order. 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 their exercise of their social services functions*)

To address the gender imbalance in engineering and to encourage a balanced intake of students when oversubscribed, children will then be admitted as follows:

2. **Girls.** *Up to 50% of the remaining places will be allocated to girls in the following priority order:*
 - i. **Children with a social or medical reason whose needs will be best met by the UTC.** (*The LDE UTC can only give priority to children under this criterion if it is supported by written evidence from a medical professional or social worker, saying why the LDE UTC is the most suitable school for the child and that their medical or social grounds are such that they cannot be met sufficiently at another school.*)
 - ii. **Siblings of children who will still be attending the UTC in the academic year of admission.** (*Siblings include step, adopted or foster brothers and sisters living in the same family unit on 1st September in the year of admission.*) Applications for children of multiple births (twins, triplets etc.) will be treated as a single application. This might take the UTC above its PAN.
 - iii. **Children of Staff:** Children of current permanent members of staff who: - *have been directly employed at the school for a minimum of two years at the time that the application is made (this rule cannot be applied until staff have been employed at the school for two years), or - have been recruited to fill a vacant post for which there is a demonstrable skills shortage.* The absolute authority of the Board of

Trustees of the LDE UTC will determine this shortage. The child in question must reside permanently with the member of staff and must have been doing so for two years by the time of application.

- iv. **Random allocation using Catchment Area Bands.** The remaining places within the PAN will be allocated by random allocation for each of three concentric circular bands measured from the main gate of the LDE UTC site in 50%, 40%, 10% proportions. Band A is less than 4.5 miles distance, Band B less than 10.5 miles and Band C all areas beyond that. **See diagram below.** A person independent of the LDE UTC will supervise the random allocation process.



Inner circle – within 4.5 miles radius of London Design and Engineering UTC

Outer circle – within 10.5 miles radius of London Design and Engineering UTC

Beyond outer circle – Other boroughs of London and beyond

A student's home address is the address at which he or she lives on 1st September in the year of admission for the majority of the time or in the case of equally shared addresses the address at which the student is registered with their GP.

In the case of all students' residences, (houses, flats or multiple occupancy buildings), measurement will be taken from the main entrance of the building of residence to the main entrance of the LDE UTC in a straight line. Distances will be measured using the local authority's protocol.

3. **Boys.** – remaining places will be allocated to boys. Boys will be admitted in the same priority order as set out overleaf under the Girls criteria.

If the places allocated to one gender are undersubscribed, then they will be allocated to the other gender.

Tiebreak procedure

In the event of two or more applicants that cannot otherwise be separated, a process overseen by someone independent of the LDE UTC will allocate priority for places randomly.

Admission for post-16 provision

Applications for a place at age 16 should be made directly to the UTC using the LDE UTC Post-16 application form (available from the LDE UTC office or the LDE UTC website).

For post-16 entry in 2019 onwards, priority will be given to LDE UTC Year 11 students applying to transfer to Year 12 at the LDE UTC provided they meet the minimum academic or vocational criteria. These criteria will be the same for students at the UTC and external applicants. These are:

For level 3 courses: 5+ A*-C grades at GCSE/Level 2 vocational diploma

For level 2 courses: 5+ A*-E grades at GCSE

The LDE UTC will admit any student to post-16 provision with a statement of Special Educational Needs whose statement names the UTC and who meets the minimum entry requirements.

In addition to the post-16 minimum academic entry requirements, students may need to satisfy minimum entrance requirements to the specific courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses the UTC offers for which they meet the minimum academic requirements. All course requirements are published annually on the UTC's website and in the post-16 prospectus. Applicants may also contact the LDE UTC for information.

When Year 12 is undersubscribed all applicants meeting the appropriate minimum academic entry requirements will be admitted. Where there is oversubscription for available post-16 places by qualified external applicants the oversubscription criteria as for age 14 entry (above) will be applied.

External applications for a place at age 16 at the LDE UTC should be made directly to the UTC using our Post-16 application form (available online).

The deadline for external applications for post-16 courses starting in September 2020 is 17th January 2020.

4. EQUAL OPPORTUNITIES

The LDE UTC is committed to equal opportunities and admits students across the full spectrum of competencies to ensure a wide range of abilities of students when oversubscribed. The assessment is done using a non-verbal reasoning Cognitive Ability Test.

5. NOTIFICATION OF ADMISSION DECISIONS

For students entering on 1st September 2020, aged 13, decision letters will go to parents on or after 2 March 2020.

For students entering on 1st September 2020 at age 16, decision letters will go to students and parents on or before 31st March 2020.

Where it is found that the LDE UTC has made an offer as a result of a fraudulent or intentionally misleading application, which has denied a place in the college to a student with a legitimate claim, the offer of a place will be withdrawn.

6. WAITING LISTS

Waiting lists complying with the LDE UTC's admissions criteria will be applied to all oversubscribed places and not based on the date of application. Waiting lists will be held for a minimum of one LDE UTC term. Where parents have submitted a transfer form before the closing date, but then change their preference to another school or college after the closing date, this will be treated as a "late" application.

7. IN YEAR ADMISSIONS

Students will be admitted into the LDE UTC at the start of the Autumn Term in each UTC year although there may be some exceptional circumstances when students transfer during an academic year. Parents seeking in-year admissions should return the LDE UTC's In-Year Application Form. We will then liaise with the schools, academies and colleges listed as a preference to agree jointly which (if any) preferences can be met. If the LDE UTC had more applications than places available, then the oversubscription criteria as for ages 13 entry (above) will be applied.

8. APPEALS

Any parent or student refused an offer of a place at the LDE UTC has the right of appeal to an independent appeals panel established by the LDE UTC. Parents and/or students can lodge an appeal by writing within 20 school days to the LDE UTC Admissions Clerk, who will give them at least 10 school days' notice of their appeal hearing. The appeals timetable is published on the LDE UTC website.

Details on admissions appeals can be found in the school Admission appeals code, which can be found using the following link:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/275897/school_admission_appeals_code_1_february_2012.pdf

Appeals will be co-ordinated and managed by an independent person.