



London Design & Engineering UTC

Proposed Admissions Policy for September 2020

Prepared by	Geoffrey Fowler
Team acknowledgements	
Date Approved by the Board	
Date Policy was last reviewed or updated	Dec 2018
Version	4.0
Date of next Board review and approval	February 2019

CONTENTS

1. INTRODUCTION.....	1
2. THE PUBLISHED ADMISSION NUMBER (PAN).....	1
3. THE ADMISSIONS APPLICATION PROCESS	3
4. EQUAL OPPORTUNITIES	5
5. NOTIFICATION OF ADMISSION DECISIONS	5
6. WAITING LISTS	6
7. IN YEAR ADMISSIONS	6
8. APPEALS	6

1. INTRODUCTION

The Design & Engineering UTC (LDE UTC) is a practical response to the pressing needs of engineering employers and young people delivering technical education that enables seamless progression into higher education/employment. The Admissions Policy reflects these aspirations.

LDE UTC is situated in the London Borough of Newham and is easily accessed from all parts of London and beyond by extensive rail and local bus links.

The LDE UTC will provide places for young people aged 11 to 19 and the admissions arrangements for the Year groups 7, 9 and 12 from September 2020 and year groups 7 and 12 from 2021 are set out overleaf.

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) GCSEs at grades 9 to 5.

2. THE PUBLISHED ADMISSION NUMBER (PAN)

Since opening in 2016, the LDE UTC has been reviewing its admission arrangements given its experience of recruiting learners. As result the LDE UTC revised its oversubscription criteria from September 2018 onwards to include a gender oversubscription criterion. From September 2019 with the revised oversubscription criteria the LDE UTC changed its admissions arrangements to have Years 9, 10, 12 intakes.

From September 2020 the UTC is changing its admissions arrangements to become a 11-19 College and introducing a Year 7 (age 11) intake in response to demand for additional secondary school places, whilst maintaining its Year 9 and Year 12 intakes.

The following two tables (below) show the expected learner numbers by year group as the UTC builds to its new full capacity from 2019 to 2025 and the proposed PAN for 2020 and the next five years.

From 2020 onwards, LDE UTC will have a new PAN of 150 learners per year for admission into Year 7 (age 11). As a transitional measure, to help the UTC build to full capacity effectively, there will be for 2020 and 2021 only, a Year 9 (age 13) PAN of 80 learners for both years.

The LDE UTC at full capacity will also offer post-16 provision for 150 learners in Years 12 and 13 – i.e. 300 in total. As the LDE UTC builds to full capacity the post-16 PAN for external applicants into Year 12 (age 16) will be 85 in 2020; 100 from 2021 to 2023 before falling to 70 from 2024 onwards.

From 2020 onwards, if less than 100% of the UTC’s own Year 11 learners transfer into Year 12, additional external learners will be admitted until Year 12 is full.

Proposed Learner Numbers (Capacity)							
	2019	2020	2021	2022	2023	2024	2025
Year 7		150	150	150	150	150	150
Year 8			150	150	150	150	150
Year 9	80	80	80	150	150	150	150
Year 10	80	80	80	80	150	150	150
Year 11	94	80	80	80	80	150	150
Year 12	150	180	180	180	180	150	150
Year 13	155	150	180	180	180	180	150
Total Learners	559	720	900	970	1,040	1,080	1,050

PUBLISHED ADMISSIONS NUMBER (PAN)						
ENTRY into the UTC	2020	2021	2022	2023	2024	2025
Year 7 (age 11)	150	150	150	150	150	150
Year 9 (age 13)	80	80				
Year 10 (age 14)						
Year 12 (age 16)	85	100	100	100	70	70
Total	315	330	250	250	220	220

3. THE ADMISSIONS APPLICATION PROCESS

LDE UTC is a mixed ability and mixed gender institution aiming to achieve a 50:50 mix of female and male learners. 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 7 and Year 9 applications for the 2020 cohort - Deadline for September 2020 entry is 13th December 2019.

For entry into Year 7 and Year 9 of the UTC in September 2020, parents will need to apply directly to the UTC using the correct year groups application form (available from the LDE UTC office or off of our website).

Please Note:

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

All Learners 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 entry into Years 7 and 9 in 2020 and 2021

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 learners 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 learner'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 learner is registered with their GP.

In the case of all learners' 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 earlier 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 2020 onwards, priority will be given to LDE UTC Year 11 learners 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 learners at the UTC and external applicants. These are:

For level 3 courses: 5+ GCSEs at grades 9 to 5 /Level 2 vocational diploma

For level 2 courses: 5+ GCSEs at grades 9 to 1

The LDE UTC will admit any learner 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, learners 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 11 and 13 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 learners across the full spectrum of competencies to ensure a wide range of abilities of learners when oversubscribed.

5. NOTIFICATION OF ADMISSION DECISIONS

For learners entering on the 1st September 2020, aged 11 and 13, decision letters will be sent to parents on or after 1 March 2020.

For learners entering on the 1st September 2020 at age 16, decision letters will be sent to learners 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 at the UTC to a learner 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

Learners 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 learners 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 11 and 13 entry (above) will be applied.

8. APPEALS

Any parent or learner 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 learners 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.