



Admissions Policy for September 2021

Prepared by	Geoffrey Fowler, Principal, LDE UTC
Team acknowledgements	
Date Approved by the Board	2 May 2019
Date Policy was last reviewed or updated	May 2020
Version	4.1
Date of next Board review and approval	March 2021

CONTENTS

1. Introduction	1
2. The Published Admission Number (PAN)	2
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 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 learners' academic achievements. Learners 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 learners 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 learners in total. When it first opened in September 2016 it had a Published Admission Number (PAN) of 150 learners. 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 learners 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. From 2020 onwards the UTC has reverted to just having Year 9 and Year 12 intakes.

The following two tables outline the expected learner 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 learners per year for admission into Year 9 (age 13) only. As a transitional measure, to help the UTC build to full capacity effectively, there was for 2019 only, an age 14 (Year 10) PAN of 80 learners and an age 13 (Year 9) PAN of 80 learners.

The LDE UTC at full capacity has post-16 provision for 180 learners in Years 12 and 13 – i.e. 360 in total. Therefore, the LDE UTC’s post-16 PAN for external applicants into Year 12 (age 16) is 180 in 2021 and subsequent years.

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.

	Total Expected Learner 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 learners from across a broad range of abilities, and to achieve a 50:50 mix of female and male learners, 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 2021 and subsequent cohorts - Deadline for September 2021 is 11th December 2020.

For entry into Years 9 in September 2021, parents will apply directly to the UTC using the LDE UTC Year 9 online application form, which is available from the LDE UTC website at: www.ldeutc.co.uk/join-at-13.aspx

Please Note:

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

All learners with an Educational Health and Care Plan (EHCP) 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 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

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 Year 12 online admissions application form, which is available from the LDE UTC website at: www.ldeutc.co.uk/join-at-16.aspx

For post-16 entry in 2019 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 or Level 2 vocational diploma equivalents

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. 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 the Year 12 online application form (available online).

The deadline for external applications for post-16 courses starting in September 2021 is 15th January 2021.

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. The assessment is done using a non-verbal reasoning Cognitive Ability Test.

5. NOTIFICATION OF ADMISSION DECISIONS

For learners entering on 1st September 2021, aged 13, decision letters will go to parents on or after 1 March 2021.

For learners entering on 1st September 2021 at age 16, decision letters will go to learners and parents on or before 31st March 2021.

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 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 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: www.gov.uk/government/publications/school-admissions-appeals-code

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