



Admissions Policy for September 2023

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1. Introduction

The Design and Engineering UTC (LDE UTC) is an industry led, hi-tech college, 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 is relevant and memorable, boosting learners' academic achievements. Learners 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, 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, Redbridge and Havering. The UTC is easily accessed from other parts of London and Essex by extensive rail and local bus links. The LDE UTC serves London's most diverse local communities and gives 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 Year groups 9 and 12 for September 2023 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 at full capacity has 600 learners in total. Since opening in 2016, the LDE UTC has been reviewing its admission arrangements regularly given its experience of recruiting learners. As a result, the LDE UTC revised its oversubscription criteria from 2018 onwards to include a gender oversubscription criterion. From 2020 onwards the UTC has reverted to just having Year 9 and Year 12 intakes.

The LDE UTC has a PAN of 80 learners for admission into Year 9 (age 13) for September 2023.

The LDE UTC's Post-16 PAN for applicants into Year 12 (age 16) is 180 in 2023.

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.

The following two tables show how the UTC has grown to full capacity over the last five years and how the PAN has fluctuated over that period to support that growth and reach the 2022 PAN.

	Total Expected Learner Numbers (Capacity)					
	2018	2019	2020	2021	2022	2023
Year 9		80	80	80	80	80
Year 10	100	80	80	80	80	80
Year 11	75	100	80	80	80	80
Year 12	200	140	180	180	180	180
Year 13	150	200	140	180	180	180
Total	525	600	560	600	600	600

	PUBLISHED ADMISSIONS NUMBER (PAN)					
ENTRY into the UTC	2018	2019	2020	2021	2022	2023
Year 9 (age 13)		80	80	80	80	80
Year 10 (age 14)	100	80				
Year 12 (age 16)	200	140	180	180	180	180
Total	300	300	260	260	260	260

3. The Admissions Application Process

The LDE UTC aims 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 2023 and subsequent cohorts - Deadline for September 2023 is 9th December 2022.

For entry into Year 9 in September 2023, 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 learners with an Educational Health and Care Plan (EHCP) will be admitted to the LDE UTC when it is named in the plan and subject to the college being able to meet the specific needs of the learner.

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 2023

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

Looked after children and previously looked after children. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to LDE UTC, to have been in state care outside of England and ceased to be in state care as a result of being adopted.

An adoption order is an order under the Adoption Act 1976 (see Section 12 Adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 Adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. 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).

Definition of a looked after child

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).

1. *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 placement 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 Directors 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 above 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 Year 12 online admissions application form, which is available from the LDE UTC's website at: www.ldeutc.co.uk/join-at-16.aspx

For post-16 entry 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 an Educational Health Care Plan where the plan names the UTC and where the LDE UTC is able to meet their specific educational needs. Learners with EHCPs will need to meet 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 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 the Year 12 online application form, which is available from the LDE UTC's website at: www.ldeutc.co.uk/join-at-16.aspx

The deadline for external applications for post-16 courses starting in September 2023 is 13th January 2023.

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 the LDE UTC on 1st September 2023, aged 13, decision letters will be sent to parents on or after 1st March 2023.

For learners entering the LDE UTC on 1st September 2023 at age 16, decision letters will be sent to learners and parents on or before 30th April 2023.

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 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 contact the college directly in the first instance. They will then be directed to the LDE UTC's In-Year Application Form. If the LDE UTC has more applications than places available, then the oversubscription criteria as for ages 13 entry (above) will be applied.

Fair Access Protocol information

All local authorities must have a Fair Access Protocol, to ensure that unplaced pupils and vulnerable children and those who have difficulty securing a school place in year, are allocated a place as quickly as possible. This Protocol must be developed in partnership with schools in the area and agreed by the majority of those schools. The London Design and Engineering UTC has adopted the London Borough of Newham's Fair Access Protocol. For full details and more information on how places at this college may be offered via this Protocol visit [London Borough of Newham's Fair Access Protocol](#)

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.