

## **Student Recruitment (Admissions) Policy 2017-18**

**There will be no student recruitment (admissions) at UTC Lancashire in 2017/18 as the college will close as an educational establishment in August 2017.**

### 1. Background & Purpose

This document sets out the Student Recruitment (Admissions) arrangements for the University Technical College Lancashire (UTC) in accordance with Annex B to the Funding Agreement between the UTC and the Secretary of State.

The UTC will adopt Student Recruitment (Admissions) practices and publish arrangements that are fully compliant with the Schools Admissions Code, the Schools Admission Appeals Code and admissions law as it applies to maintained schools.

The Catchment Area is defined as being a circle of 15 miles radius centred on the college site at Victoria Mill, Trafalgar Street, Burnley, BB11 1RA. A map of the Catchment Area is attached.

### 2. Procedures for Determining Student Recruitment (Admissions) Arrangements

#### a) Consultation:-

- I. The UTC shall consult the following parties on the proposed Student Recruitment (Admissions) arrangements for a minimum of eight weeks between 1<sup>st</sup> November and 1<sup>st</sup> March in the Determination Year (2012-13 in the first instance).
  - Lancashire LA
  - The admissions forum for Lancashire LA
  - Admissions authorities in neighbouring LA areas
  - Any other admission authorities for secondary schools located within the relevant area for consultation
  - Parents/carers living in the relevant area for consultation
  - Community groups, Faith groups and Diocese which the UTC considers relevant
- II. Such consultation shall be in line with the requirements of the codes and relevant admissions legislation, which at the date of this agreement is Section 89 of the School Standards and Framework Act 1998 as amended, and regulations under that section.

- III. From 2013-14, and for subsequent years, consultation in line with section 2-a above is not required in any year where both the following conditions are met:-
  - i. the admission arrangements were consulted upon in one or both of the previous two academic years
  - ii. there have been no changes, or proposed changes, since the last consultation
- IV. As soon as any changes are made to arrangements, or proposed, the consultation cycle in section 2-a above must be followed for the next determination year.

b) UTC Determination of Student Recruitment (Admissions) Arrangements:-

- I. The UTC will consider comments made by those consulted in accordance with section 2-a above, including any requests to amend the Published Admission Number, before determining the Student Recruitment (Admissions) arrangements.
- II. A Determination Year is the UTC academic year beginning one year before the academic year in which the admissions arrangements will operate; i.e. consultation to end in March 2013 and determination to be in April 2013 for admissions in August 2013.
- III. The UTC will determine the Student Recruitment (Admissions) arrangements annually by 15<sup>th</sup> April of the Determination Year and notify those consulted in section 2-a above as to what has been determined within 14 days of that decision being made.

c) Representations about Student Recruitment (Admissions) Arrangements:-

Where the UTC has determined the Student Recruitment (Admissions) arrangements and notified all those consulted in section 2-a above, if any of those persons or bodies objects to the arrangements, including the Published Admission Number, they can make representations to the Secretary of State. Any representations must be made by 30<sup>th</sup> June in the determination year.

d) Secretary of State's Consent for Changes to Student Recruitment (Admissions) Arrangements:-

Where the admission arrangements determined in a Determination Year in accordance with section 2-b III above are different from the admission arrangements currently in existence for the UTC, it shall by 30<sup>th</sup> June in the Determination Year apply to the Secretary of State for consent to such amended Student Recruitment (Admissions) arrangements.

e) Secretary of State's Power to Accept, Modify or Reject Student Recruitment (Admissions) Arrangements:-

- I. Where the Secretary of State has received any representations made in accordance with section 2-c above, the Secretary of State must consult the UTC on such representations. Following such consultation, by 31<sup>st</sup> July in the Determination Year the Secretary of State may direct that the UTC amend their proposed Student

Recruitment (Admissions) arrangements. The UTC shall comply with any such direction.

- II. Where the Secretary of State has received an application made in accordance with section 2-d above seeking consent to any amended Student Recruitment (Admissions) arrangements, the Secretary of State must by 31<sup>st</sup> July in the Determination Year either approve the amended Student Recruitment (Admissions) arrangements or direct that the amended Student Recruitment (Admissions) arrangements are not implemented or must be modified. The UTC must comply with any such direction.

f) Publication of Student Recruitment (Admissions) Arrangements:-

- I. The UTC shall each Determination Year publish the agreed Student Recruitment (Admissions) arrangements by:-
  - copies being sent to the persons consulted in Section 2-a(i) above
  - copies being sent to secondary schools in the relevant area for consultation
  - copies being sent to the offices of Lancashire LA
  - copies being made available without charge on request from the UTC
  - copies being sent to public libraries in the relevant area for the purposes of being made available at such libraries for reference by parents/carers and other persons
  - a copy being uploaded to the UTC website
- II. The published Student Recruitment (Admissions) arrangements will set out
  - the name and address of the UTC and contact details
  - a summary of the Student Recruitment (Admissions) policy, including full oversubscription criteria and the arrangements for post-16 Students
  - numbers of places and applications for those places in the previous year
  - arrangements for hearing appeals

3. Published Admission Numbers

- a) The Published Admissions Number for the UTC for entry into Year 10 is 180.
- b) As a transitional measure, in academic year 2013/14 there will be 100 Year 10 places available and in academic year 2014/15 there will be 140 Year 10 places available.
- c) From academic year 2015/16 onwards there will be 180 Year 10 places available.
- d) The UTC will operate Year 12 and Year 13 provision for a total of 360 Students. There will be 180 places available overall in Year 12 (the Year 12 capacity).
- e) The Published Admission Number for the UTC for entry into Year 12 in academic years 2013/14 and 2014/15 is 50. This is the number of places which will be offered to eligible applicants.
- f) If fewer than 130 of the UTC's own Year 11 Students transfer into Year 12, additional external Students will be admitted until Year 12 reaches its capacity of 180 places.

- g) As a transitional measure, in academic year 2015/16 there will be a total of 100 Year 12 places available and in academic year 2016/17 there will be a total of 140 Year 12 places available.
- h) From academic year 2015/16 the UTC will not admit external applicants into Year 12 unless it is undersubscribed by Students progressing from its own Year 11. In such circumstances it will apply the same academic entry requirements as it does to Students already on roll in the UTC and, if the UTC is oversubscribed, random allocation will be used to allocate external candidates (see Section 4-b below).

#### 4. Process for Considering Applications

The Student Recruitment (Admissions) arrangements for the UTC for the academic year 2013/2014 and, subject to any changes approved or required by the Secretary of State, for subsequent years are given below.

- a) Arrangements for Admission into Year 10:-
  - I. The UTC will take part in the admissions protocols of the Local Authorities included in the Catchment Area and have due regard to their advice.
  - II. All Students with statements of Special Educational Needs where the UTC is named on the statement will be admitted.
  - III. The UTC will consider all applications for places and where fewer than the Published Admission Number for the relevant age group are received, an offer of a place will be made to all Year 9 applicants resident within or outside the Catchment Area (although exceptions will be made where an applicant has previously been permanently excluded twice from any schools or learning organisations and the date of the last permanent exclusion is within two years of the application closing date).
  - IV. Where the UTC is oversubscribed; 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. Students who are, or who have previously been, in the care of a Local Authority; i.e. Children in public care (looked after children) and adopted children who were previously looked after.
    - ii. Students resident (using the home address registered with their doctor) within 5 miles of the college site, with allocation on a random basis which will be independently overseen. A maximum of 50% of the Published Admission Number will be admitted under this criterion.
    - iii. Students resident (using the home address registered with their doctor) 5 miles or more from the college site, using straight line measurement, but within the Catchment Area of 15 miles, with allocation on a random basis which will be independently overseen.
    - iv. Students resident (using the home address registered with their doctor) within the Catchment Area, with allocation on a random basis which will be independently overseen.
    - v. Students resident (using the home address registered with their doctor) outside the Catchment Area, with allocation on a random basis which will be independently overseen.

b) Arrangements for Admission to Post-16 provision:-

- I. All Students with statements of Special Educational Needs where the UTC is named on the statement will be admitted.
- II. The UTC will consider all applications for places and where fewer than the Published Admission Number for the relevant age group are received, an offer of a place will be made to all Year 12 applicants resident within or outside the Catchment Area (although exceptions will be made where an applicant has previously been permanently excluded twice from any schools or learning organisations).
- III. Priority will be given to Students who meet the academic entry requirements and who are, or who have previously been, in the care of a Local Authority; i.e. children in public care (looked after children) and adopted children who were previously looked after.
- IV. All internal Year 11 Students meeting the minimum academic requirements for their chosen Year 12 programme of study will not be required to apply in order to transfer into Year 12.
- V. For admission to UTC in Year 12 there will be no minimum entry requirements, however there will be programme specific requirements which are set out in the UTC's Prospectus. The UTC will publish its criteria for 'Entry to the Learning Pathways' based on prior attainment; e.g. GCSE (and other) grades, via the Prospectus and online and will apply the same criteria to both internal and external applicants.
- VI. If a tie-break is necessary to determine who is admitted, the UTC will apply a random allocation process which will be independently overseen.

c) Arrangements for admission into other Year Groups:-

Where a place becomes available within another Year Group; e.g. should a Year 11 or Year 13 Student leave, the UTC may admit additional Students up to the Published Admission Number using the oversubscription criteria above only if it is practicable and in the interests of the Student(s) to do so.

d) Operation of Waiting Lists:-

- I. Subject to any provisions regarding waiting lists in the relevant Local Authority's co-ordinated admission scheme, the college will operate a waiting list.
- II. Where, in any year, the UTC receives more applications for places than there are places available, a waiting list will operate until the end of the second term; i.e. the Christmas break.
- III. The waiting list will be maintained by the UTC and it will be open to any parent/carer to ask for their Student's name to be placed on the waiting list following an unsuccessful application.
- IV. A Student's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above.
- V. Where places become vacant they will be allocated to Students on the waiting list in accordance with the oversubscription criteria.
- V. Should a Student 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.

- VI. Placing a Student's name on the waiting list does not affect the parent/carer's right of appeal against an unsuccessful application.

e) Appeals:-

- I. There will be a right of appeal to an Independent Appeals Panel for applicants refused admission into Pre-16 provision.
- II. There will be a right of appeal to an Independent Appeals Panel for internal Students refused transfer to Post-16 provision and external applicants refused admission.
- III. The college will co-ordinate the appeals process and those wishing to appeal should put their intention in writing to the Managing Director, at the address given in section 1 above, within 15 college working days of receiving the refusal notification.
- IV. The decision of the Independent Appeals panel will be final.

5. Monitoring Impact & Review

- The policy is to be reviewed annually.