

Author: Mark Kennedy	Version: 1
Date approved: 02/01/2017	Date reviewed:
Comments: This document has been approved by the Chair of Governors – Mark Goldstone	
Monitoring, evaluation and review: The Principal and Board of Directors will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout by UTC Leeds	

Section 1: Description and overall approach

The University Technical College Leeds (UTC Leeds) is a government funded school for young people between the ages of 14-19 years old, and who have a particular interest in mathematics, science, computing and engineering. At UTC Leeds, academic, technical and practical education are valued equally. As well as being taught in more familiar classes and groups, students will learn through challenging and relevant science and engineering research projects which model more closely the professional or industrial experience.

UTC Leeds is designed to be accessible to students throughout the Leeds City Region* who share an interest in pursuing at some stage in their lives, a career in the field of advanced applied science, engineering or manufacturing. In terms of gaining a place in the UTC, the distance that such young people live from the UTC Leeds campus is therefore irrelevant. Our Admissions Policy reflects these aspirations.

The Admission Arrangements for entry to Year 10 and Year 12 of UTC Leeds are presented separately below.

UTC Leeds is committed to straightforward, open, fair and transparent Admissions arrangements. The school will act fully in accordance with the School Admissions Code (as revised February 2012), the School Admissions Appeals Code and admissions law as they apply to Academies.

Section 2: Application Process

UTC Leeds will manage its own admissions for both Year 10 and Year 12 and applications should be made directly to the school. Year 12 students may also use the UCAS Progress system used throughout the Leeds schools

Copies of the application form are available from the Admissions Team at UTC Leeds or online at www.utcleeds.co.uk

Applications must be made by **31st January 2018**. Offers of places will be made by letter by **1st March 2018**.

UTC Leeds will operate in keeping with the local authority's Fair Access Protocol.

Section 3 Published Admissions Number

Year 10

The Published Admissions Number (PAN) for entry into Year 10 in September 2018 is **150 pupils**. The PAN for 2018 onwards is planned for **150 pupils**.

For entry into Year 10 in each admission year, all applicants will be admitted if fewer applications than the PAN are received.

** The Leeds City Region is defined as the local authority districts of Barnsley, Bradford, Calderdale, Craven, Harrogate, Kirklees, Leeds, Selby, Wakefield and York.*

Year 12

The Published Admissions Number (PAN) for entry into Year 12 in September 2018 is **150 pupils** and from September 2018 onwards will continue to be 150 pupils. From September 2018 onwards, when fewer than **150** of the school's own Year 11 pupils transfer into Year 12, additional external pupils will be admitted until Year 12 meets its capacity of 150.

Section 4: Special Educational Needs

Children with a statement of Special Educational Need (SEN) or an Education and Health Care Plan where UTC Leeds is named on the statement/plan will be admitted to UTC Leeds.

Section 5: Oversubscription Criteria – Year 10

Where UTC Leeds receives more applications than it has places available in Year 10 (PAN), the criteria listed below will apply, after the admission of children with a statement of Special Educational Needs which names UTC Leeds. The oversubscription criteria will be:

Priority 1

Looked-after children or children who were previously Looked-after.

Looked-after children and 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 the local authority, or (b) being provided with accommodation by a local authority in exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

Priority 2

For applications for entry in September 2018, children with brothers or sisters who currently attend the UTC Leeds and are living at the same address. For these purposes, brothers and sisters must be living at the same address as your child. Siblings refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister. The definition does not include cousins or other family members sharing a house.

Priority 3

The 'catchment area' for the Leeds UTC is the Leeds City Region*. The percentage split between each 'sub-catchment' area will be reviewed annually in line with changing demographics. Definitions of sub-catchment areas by postcode are provided in Appendix 1.

For September 2018, the initial 'sub-catchment' split for entry into Year 10 will be:

<u>Sub-Catchment Area</u>	<u>% of Places</u>	<u>Number of Places</u>
Leeds North West	13%	21
Leeds North East	11%	16
Leeds East	17.5%	26
Leeds West	11%	16
Leeds South	17.5%	26
Rest of Leeds City Region*	30%	45
Total	100%	150

When Year 10 is over-subscribed as a whole, a random allocation (lottery) process will be applied in each sub-catchment area that is over-subscribed, and these lotteries will determine the allocation of places within each over-subscribed area under Priority 3. (Note: the names of children allocated under Priorities 1 and 2 will not be required to be submitted to these lotteries as their places will already have been allocated.)

In the situation where Year 10 is over-subscribed as a whole, but one or more of the sub-catchment areas is under-subscribed, then all unsuccessful applicants from over-subscribed sub-catchment areas will be placed in a further and final 'lottery' for allocation to those places remaining within the overall PAN for 2018 of 150 pupils.

All random allocation processes (lotteries) will be overseen by an independent panel of three people.

The distribution of numbers of places to sub-catchment areas will be reviewed on an annual basis.

Priority 4

Applications from outside of the Leeds City Region*

Section 6: Applications for post-16 provision

There are a variety of post-16 courses on offer each with different entry requirements. Full details of these will be published annually in the UTC's post-16 prospectus and applicants should contact UTC Leeds for information.

To be eligible for admission into Year 12 both internal and external pupils will firstly be expected to have met minimum general academic entry requirements.

The minimum general academic entry requirements for Year 12 in September 2018 at UTC Leeds are: 5A*-C GCSE grades which should include maths, two sciences** and either English Language or English Literature.

** qualifying science GCSEs are currently: double science (eg core and additional), the separate sciences (chemistry, biology and physics) and computer science.

In Year 12 of this entry year, all students will be required to continue their studies in mathematics at GCE AS/A level (or Level 3 Core Maths), and therefore GCSE Grade B in mathematics will be required.

Minimum entry requirements for admission into Year 12 will be reviewed annually.

Once admitted to the UTC at Year 12, pupils will then need to satisfy minimum course requirements for the specific subjects they wish to take. If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing alternative courses that UTC Leeds offers for which they do meet the minimum course requirements, providing these courses are not already full and oversubscribed. Course requirements are published annually on the UTC Leeds website in the post-16 prospectus.

For entry into Year 12 from September 2018, students who attended UTC Leeds in Year 11, will have an automatic right to a place, so long as they meet the necessary entry requirements.

UTC Leeds will admit into Year 12 any pupils with a statement of Special Educational Need whose statement names UTC Leeds and who meet both the minimum general entry and course requirements.

When Year 12 is undersubscribed all applicants meeting the minimum general academic requirements will be admitted.

Where the UTC Leeds receives more applications than it has places available in Year 12, the criteria listed below will apply, after the admission of children with a statement of Special Educational Needs which names UTC Leeds. The oversubscription criteria will be:

Priority 1

Looked-after children or children who were previously 'looked-after'.

Looked-after children and 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 the local authority, or (b) being provided with accommodation by a local authority in their exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

Priority 2

For applications for entry in September 2018, children with brothers or sisters who currently attend the UTC Leeds and are living at the same address. For these purposes, brothers and sisters must be living at the same address as your child. Siblings refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister. The definition does not include cousins or other family members sharing a house.

Priority 3

The 'catchment area' for UTC Leeds is the Leeds City Region*. The percentage split between each 'sub-catchment' area will be reviewed annually in line with changing demographics. Definitions of sub-catchment areas by postcode are provided in Appendix 1.

For September 2018, the initial 'sub-catchment' split for allocation of places into Year 12 will be:

<u>Sub-Catchment Area</u>	<u>% of Places</u>	<u>Number of Places</u>
Leeds North West	13%	21
Leeds North East	11%	16
Leeds East	17.5%	26
Leeds West	11%	16
Leeds South	17.5%	26
Rest of Leeds City Region*	30%	45
Total	100%	150

When Year 12 is over-subscribed as a whole, a random allocation (lottery) process will be applied in each sub-catchment area that is over-subscribed, and these lotteries will determine the allocation of places within each over-subscribed area under Priority 3. (Note: the names of children allocated under Priorities 1 and 2 will not be required to be submitted to these lotteries as their places will already have been allocated.)

In the situation where Year 12 is over-subscribed as a whole, but one or more of the sub-catchment areas is under-subscribed, then all unsuccessful applicants from over-subscribed sub-catchment areas will be placed in a further and final 'lottery' for allocation to those places remaining within the overall PAN for 2018 of 150 pupils.

The distribution of numbers of places to sub-catchment areas will be reviewed on an annual basis.

Priority 4

Applications from outside of the Leeds City Region*

Section 7: Tie Break

In the event of two or more applications that cannot otherwise be separated, UTC Leeds will use a random allocation process as a tie-break. This process will be overseen by an independent panel of three people.

Section 8: Late and in-year applications

Late applications

All applications received after the deadline will be considered late applications. Late applications will be considered after those received on time. If, following consideration of all applicants, UTC Leeds is oversubscribed, parents may request that their child is placed on the UTC Leeds waiting list.

In-Year Applications

For in-year entry to both Year 10 and Year 12 for the school year 2018-19, parents should apply direct to UTC Leeds (see Admissions Team contact on the UTC Leeds website: www.utcleeds.com).

For in-year applications to Year 10 in the school year 2018-19, if a place becomes available in Year 10 then a place will be offered to those applying. When UTC Leeds is oversubscribed, then the applications will be considered against the oversubscription criteria outlined above. Anyone refused a place will have the right to appeal to an independent appeal panel.

For in-year applications to Year 12 in the school year 2018-19, if a place becomes available in Year 12 then a place will be offered to those applying who meet the minimum academic entry requirements. Where UTC Leeds is oversubscribed, then the applications will be considered against the oversubscription criteria outlined above. Anyone refused a place will have the right to appeal to an independent appeal panel.

Section 9: Waiting Lists

If UTC Leeds is oversubscribed, names of all unsuccessful applicants will be placed on a waiting list. The list will be kept until 31st December of the admission year and will operate in accordance with the oversubscription criteria defined above.

Section 10: Appeals

Parents who are dissatisfied with the decision of UTC Leeds not to admit their child(ren) may appeal to an Independent Appeals Panel against that decision. The determination of the panel will be made in accordance with the School Admission Appeals Code and will be binding on all parties.

UTC Leeds will use the independent appeals service provided by the local authority (Leeds City Council). Independent Appeals Panels are appointed in accordance with the School Admission Appeals Code. Appeals should be made, in writing, to PO Box 837, Admissions Team, Leeds City, LS1 9PZ within 20 school days from the date of notification that the application was unsuccessful.

Admissions Policy for **UTC Leeds**

Appendix 1

Definitions of sub-catchment areas by postcode

The sub-catchment areas identified within Sections 5 and 6 are defined to apply to addresses with the following postcode prefixes:

Sub-catchment area	Qualifying postcodes
Leeds North West	LS2 9, LS3-6, LS7 1, LS7 9, LS16 0-7, LS16 9, LS18-21, LS29.
Leeds North East	LS7 2-4, LS8 1-2, LS15 4, LS16 8, LS17, LS22-24, LS25 3.
Leeds East	LS8 3-9, LS9, LS14, LS15 0, LS15 5-9, LS25 1-2, LS25 4-7, LS26 1, LS26 9, WF10 2.
Leeds West	BD3 7-8, BD4 0, BD4 8, BD10 0, LS12-13, LS28, LS99 3.
Leeds South	BD1 1, BD11 1, LS1, LS2 3-8, LS10, LS11, LS25 0, LS26 0, LS26 8, LS27, LS88, LS98, LS99 2, LS99 8, WF2 0, WF3 1-3, WF12 7, WF17 0.
Rest of Leeds City Region*	All other postcodes applying within the defined area*.

Version 10 = 17th May 2017