University Technical College Warrington (UTCW)

Admissions Policy

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1. INTRODUCTION

1.1 The Vision of the University Technical College Warrington (UTCW) is to *'Raise aspirations for students at all levels by linking skills directly to employment / training / education in the disciplines of Science, Digital Technologies, Engineering and Manufacturing and The Built Environment.'*

1.2 This document sets out the admissions arrangements for UTCW reflecting its vision, mission and ethos to provide an inclusive, personalised approach to learning, teaching and training tailored to the needs of all students in Warrington and the geographical corridor from Manchester to Liverpool.

1.3 UTCW is committed to straight forward, fair, open and transparent admissions arrangements. The College will adopt admissions practices and publish arrangements that are fully compliant with the Schools' Admissions Code, the Schools' Admissions Appeals Code and admissions law as it applies to Academies. UTCW will operate within the local (Warrington) Fair Access Protocol.

1.4 UTCW will provide 580 school places for young people aged 14-19 years old. Note that this is a change from the originally published position. Due to exceptional circumstances, and with approval from the Department for Education (via significant change case), entry into Year 9 has been postponed to September 2027.

1.5 Entry into Year 10 will be coordinated by Warrington Local Authority which has a statutory duty to co-ordinate the awarding of places to all children below Year 12. Details of UTCW will be included in the composite prospectus of Warrington Local Authority.

1.7 UTCW will continue to manage its admissions arrangements for Year 12 students.

1.8 Copies of application forms are available from the Registered Office or online at www.utcw.co.uk. Applications must be made by 31st October 2025. Offers of places will be made by letter from 1st March 2026.

2. YEAR 9 ADMISSIONS

The Published Admissions Number (PAN)

Entry into Year 9 has been postponed due to exceptional circumstances. Year 9 entry will start from September 2027 and will be included in the relevant admissions policy.

3. YEAR 10 ADMISSIONS

The Published Admissions Number (PAN)

The PAN Year 10 places for September 2026 is 130.

3.1 Process for considering applications for Year 10 are set out below.

3.2 The recruitment (admission) of students for UTCW for the academic year 2026/2027, subject to any changes required by the Secretary of State for Education or the Schools' Adjudicator, for subsequent years are given below:

3.2.1 All students with Education, Health and Care Plan where UTCW is named on the EHCP will be admitted.

3.2.2 UTCW will consider all applications for places and where fewer applications than the PAN for Year 10 are received, an offer of a place will be made to all applicants.

3.3 Over-Subscription Criteria

3.3.1 In the circumstances that UTCW is over-subscribed; i.e. the number of applications is greater than the PAN, the following criteria in rank order will be used to allocate places:

3.3.2 Looked after and Previously Looked After Children i.e. children who are in the care of the Local Authority or who were previously in its care but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.

3.3.3 Children whose siblings already attend UTCW and continue to do so on the date of admission. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, step-brothers or sisters and foster brothers or sisters.

3.3.4 Pupils living nearest to the school measured as a direct distance from the child's permanent place of residence to the school measuring using a geographical information address point system. Distances will be measured in a straight line from the central point of the child's permanent place of residence to the central point of the school. (Central points are as defined by the Warrington Local Land and Property Gazetteer and distances are based on the same system.)

3.4 Places will be filled through an independently verified random selection of all applicants.

3.5 The home address is that which is registered with the family's Doctor.

3.6 Tie-Break

3.6.1 Should there be a need for a tie-breaker for two or more applicants that cannot be otherwise separated the decision will be made by an independently verified random selection process to determine which applicant is offered a place.

3.6.2 Applications from twins or other children from multiple births will be considered together as one application, the one decision impacting on all the children concerned.

3.6.3 Unsuccessful applicants will have the right to appeal to an independent admissions panel (See Appeals Section). UTCW will consider all applications for places and where fewer applications than the PAN for Year 10 are received, an offer of a place will be made to all applicants.

4. YEAR 12 - YEAR 13 ADMISSIONS

4.1 **The PAN for Year 12 for September 2026 is 160.** Process for considering applications for Year 12 is coordinated by UTCW and the below criteria is followed:

4.1.1 All applicants with an Education, Health and Care Plan where UTCW is named on the EHCP who meet the minimum academic entry requirements will be admitted.

4.1.2 UTCW will consider all applications for places and when there is less than the PAN for Year 12. An offer of a place will be made to all applicants who meet the minimum academic entry requirements. All internal Year 11 students meeting the minimum academic entry requirements will not be required to apply to transfer into Year 12.

4.1.3 Priority will be given to applicants who meet the minimum academic entry requirements (for academic entry criteria, see below) 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 have previously been in public care.

4.1.4 For admission into Year 12, UTCW will publish its criteria for 'Entry to the Curriculum Pathways' based on prior attainment: GCSE (and other) grades, via the Prospectus and online. UTCW will apply the same minimum academic entry criteria to both internal and external students/applicants.

4.2 Minimum Academic Entry Requirements

To be eligible for entry at Year 12, all students will be expected to have met the minimum academic entry requirement, which is at least 5 GCSEs at grades 9 -5 or equivalent (including English, mathematics and science depending upon the chosen pathway); academic grades will determine the pathway for an individual student. Full details of these will be published annually on the Year 12 section of the UTCW website.

4.3 Over-subscription Criteria

In the circumstances that UTCW is over-subscribed; i.e. the number of applications is greater than the PAN, places will be allocated initially to current Year 11 students wishing to continue their studies at UTCW.

Following this, the following criteria will apply.

4.3.1 Looked After and Previously Looked After Children i.e. children who are in the care of the Local Authority or who were previously in its care but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.

4.3.2 Children whose siblings already attend UTCW and continue to do so on the date of admission. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, step-brothers or sisters and foster brothers or sisters.

4.3.3 Pupils living nearest to the school measured as a direct distance from the child's permanent place of residence to the school measuring using a geographical information address point system. Distances will be measured in a straight line from the central point of the child's permanent place of residence to the central point of the school. (Central points are as defined by the Warrington Local Land and Property Gazetteer and distances are based on the same system.)

Tie-break

4.3.4 Should there be a need for a tie-breaker for two or more applicants that cannot be otherwise separated the decision will be made by an independently verified random selection process to determine which applicant is offered a place.

4.3.5 Unsuccessful applicants will have the right to appeal to an Independent Admissions Panel (See Appeals Section).

4.4 Arrangements for admitting applicants to other year groups, including to replace students who have left UTCW.

Where a place becomes available within another Year group, for example, should a Year 10, Year 11 or Year 13 student leave, UTCW may admit additional students using the oversubscription criteria above only if it is practicable and in the interests of the student(s) to do so.

4.5 An application can be made at any time outside the normal admission round and generally, the child will be admitted where there are available places. Application should be made by contacting the local authority via the link: https://www.warrington.gov.uk/moving-schools
Please note the Trust may refuse applications where an applicant has previously been permanently excluded twice from any school or learning organisation and the date of the last exclusion is within two years of the application closing date.

5. WAITING LIST

5.1 Operation of Waiting Lists:

5.1.1 Where in any year, UTCW receives more applications for places than there is available, a waiting list will operate until the end of the Autumn Term: i.e. the Christmas break. After this it will be destroyed.

5.1.2 The waiting list will be operated by UTCW and will be open to any parent/carer to ask for their applicant's name to be placed on the waiting list following an unsuccessful application.

5.1.3 An applicant's position on the waiting list will be determined solely in accordance with the over-subscription criteria set out above.

5.1.4 Where places become vacant they will be allocated to applicants on the waiting list in accordance with the over-subscription criteria.

5.1.5 Should an applicant join the waiting list with higher priority under the oversubscription criteria than others already on the waiting list, they will be ranked appropriately, without reference to when they were placed on the waiting list.

5.1.6 Placing an applicant's name on the waiting list does not affect the parent/carer's right of appeal against an unsuccessful application.

6. LATE APPLICATIONS

6.1 Applications received after the closing date, will only be considered alongside those applicants who applied on time if there are exceptional reasons for late application i.e. a major change of circumstance. In the case of over-subscription, the procedure outlined above for Year 9, Year 10, and Year 12 students would apply. A late application will not affect the right of appeal or the right to be placed on the waiting list.

6.2 An application will be considered late if it is submitted after 31 October but before the first day of the Autumn Term.

6.3 Applications received after the start of the Autumn Term in any UTCW year will be treated as an in-year application and not a late application. In these circumstances, parent(s) / carer(s) must apply directly to the Admissions Authority at:

https://www.warrington.gov.uk/moving-schools

6.4 All those applying for admission outside the normal admission round, including late applications, will be admitted where there are places available up to the year group's admissions number. If there are more applicants than available places, applicants will be placed on the waiting list and ranked according to the oversubscription criteria.

7. ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

7.1 Parents may request that their child is admitted outside their normal age group. If a Parent wishes to make such an application, they must contact admissions@utcw.co.uk with a written request including the following information:

7.1.1 the normal age group that the pupil would be admitted to and the year group which they are requesting the child be admitted to;

7.1.2 the reason(s) for the request;

7.1.3 the parent's views on why the admission outside of the normal year group should be made;

7.1.4 the parent's views on why the admission outside of the normal year group should be made;

7.1.5 confirmation as to whether the child has been educated outside of the normal age group previously; and

7.1.6 if relevant to the request, a medical history and the views of medical professionals about the request for being educated outside of the normal age group.

7.2 The Principal will be given the opportunity to consider the parent's written representations and write their written response. The Principal shall submit all written representations and accompanying information to the Admission Authority who will decide if the child should be admitted outside their normal age group.

7.3 If the request for a deferred entry is not made within the normal admissions round and is refused by the Admission Authority, whereby parents are not offered a place for your child in the normal age group, then parents will have the right to appeal the decision to an independent appeal panel.

7.4 If the application is made during the normal admissions round, and the Trustees agree that an admission outside of the normal age group is acceptable, then the application will be processed and will still be subject to UTCW's oversubscription criteria. A grant of the application does not receive any priority under the UTCW's oversubscription criteria. If the application is rejected by the Trustees Admissions Committee during the normal admissions round then the application for a place at UTCW will still be subject to our oversubscription criteria but for admission into the normal age group.

8. THE APPEALS PROCESS

8.1 The UTCW Appeals Process will be fully compliant with the Schools' Admission Appeals Process.

8.2 If any student is refused a place at UTCW their parents/carers will be made aware of their right to appeal to an Independent Appeal Panel.

8.3 There will be a right of appeal to an Independent Appeals Panel for an applicant, refused admission into Year 9 or Year 10 entry.

8.4 There will be a right to appeal to an Independent Appeals Panel for internal students refused transfer to Year 12 provision and external applicants refused admission.

8.5 Those students wishing to appeal will be asked to put their intention in writing to the Principal, at the address given on page 4 within 21 college days of receiving the refusal notification.

8.6 The decision of the Appeals Panel will be final.

9. MONITORING IMPACT AND REVIEW

The Admissions Policy will be reviewed annually and determined by the Trust Board. Any changes which the Admissions Code requires a consultation to be undertaken for will be completed in the prescribed statutory window or upon application to the Secretary of State in the event that the changes required are after the admissions arrangements have been determined. The arrangements will be consulted upon at least every 7 years whether or not any changes are proposed.