



University Technical College Warrington (UTCW)

Admissions Policy

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CONTENTS

1. INTRODUCTION	1
2. YEAR 10 ADMISSIONS.....	1
3. YEAR 12 ADMISSIONS.....	3
4. WAITING LIST.....	4
5. LATE APPLICATIONS AND IN YEAR ADMISSIONS.....	5
6. WAITING LIST.....	5
7. FAIR ACCESS PROTOCOL.....	5
8. ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP	6
9. THE APPEALS PROCESS.....	6
10. MONITORING IMPACT AND REVIEW.....	7

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 engineering and energy sectors. UTCW aims to produce potential engineers in their thinking and outlook, aspirational for themselves and their industry, locally and regionally'*.
- 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. UTCW is its own admissions authority.
- 1.5 Entry into Year 10 will be co-ordinated 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 16th February 2024. Offers of places will be made by letter from 1st March 2024.

2. YEAR 10 ADMISSIONS

The Published Admissions Number (PAN)

2.1 Year 10 has a PAN of 130 places for September 2024. This includes children with an Education, Health and Care Plan (EHCP) which names UTCW.

2.2 Where fewer applicants than the PAN are received, all those who have applied will be offered places at UTCW.

2.4 Over-Subscription Criteria

2.4.1 In the circumstances that UTCW is over-subscribed; i.e. the number of applications is greater than the PAN, after the admission of pupils of pupils with EHCPs naming UTCW, priority for admission will be given to those children who meet the following criteria set out below:

2.4.2 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 and children who appear (to UTCW) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2.4.3 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.

2.4.4 Out of any remaining places will be allocated within the geographical bandings as follows:

- 40% of students resident using the home address within postcodes WA2.7, WA1.1, WA1.2, WA1.3, WA1.5, WA2.9, WA5.0. These include wards identified as within the top 20% nationally on indices of deprivation.
- 40% of students resident using the home address within postcodes WA2.0, WA4.1, WA5.1, WA5.8, WA5.9, WA1.4.
- 15% of students resident using the home address within all other WA postcodes.
- 5% of students resident using the home address outside the WA postcodes.

2.5 If there are fewer applications received for any of the sections above than the stated %, the remaining places will be allocated proportionately to the nearest postcode band as identified above.

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

2.7 Tie-Break

2.8.1 If the number of applicants within any of the above oversubscription criteria exceeds the number of places available and a tie-break is necessary to determine which child is admitted, random allocation undertaken by an independent body unconnected with UTCW will be used as a tie-break to decide who will be admitted.

Multiple Births

If children of multiple births (twins or triplets) require admission into the same year group and there is only a single place left within the PAN, UTCW will allocate above the PAN in order to accommodate each child.

3. YEAR 12 ADMISSIONS

3.1 The PAN for Year 12 for September 2024 is 160. Where fewer applicants than the PAN are received, all those who have applied and who meet the academic standard will be offered a place.

3.2 Minimum Academic Entry Requirements

To be eligible for entry at Year 12, all students must 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.

3.3 Over-subscription Criteria

In the circumstances that UTCW is over-subscribed; i.e. the number of applications is greater than the PAN, after the admission of pupils of pupils with EHCPs naming UTCW, priority for admission will be given to those children who meet the following criteria;

3.3.1 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 and who meet the minimum academic entry requirements.

3.3.2 Children who are currently in attendance in year 11 at UTCW and who meet the minimum academic entry requirements.

3.3.2 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.

3.3.3 The remaining places will be allocated within the geographical bandings indicated below:

- 40% of students resident using the home address within postcodes WA 2.7, 1.1, 1.2, 1.3,1.5, 2.9, 5 0. These include wards identified as within the top 20% nationally on indices of deprivation.
- 40% of students resident using the home address within postcodes WA 2 0, 4.1, 5.1, 5.8, 5.9, 1.4
- 15% of students resident using the home address within all other WA postcodes.
- 5% of students resident using the home address outside the WA postcodes.

3.3.4 If there are fewer applications received for any of the sections above than the stated %, the remaining places will be allocated proportionately to the nearest postcode band as identified above.

- The home address is that which is registered with the family's Doctor.
- The distance will be measured in a straight line from the applicant's front door to the front gate of UTCW (Dallam Lane, Warrington WA2 7NG).

3.4 Tie-break

3.4.1 If the number of applicants within any of the above oversubscription criteria exceeds the number of places available and a tie-break is necessary to determine which child is admitted, random allocation undertaken by an independent body unconnected with UTCW will be used as a tie-break to decide who will be admitted.

4. WAITING LIST

4.1 Operation of Waiting Lists:

4.1.1 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.

4.1.2 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.

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

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

4.1.5 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.

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

5. LATE APPLICATIONS

Applications received after the closing date will be considered as a late application. Late applications will be considered after those received on-time and in accordance with the oversubscription criteria for the point of admission. If, following consideration of all on-time applications, UTCW is oversubscribed, parents may request that their child is placed on the waiting list.

An application for admission into Year 10 and Year 12 will be considered late if it is submitted after 16TH February but before the first day of the Autumn term.

IN YEAR ADMISSIONS

Applications received after the start of the Autumn term in any academic year will be treated as an in year application and not a late application. In-Year applications should be made directly to the local authority.

See link for Warrington borough council – Moving schools in year admissions
[Moving schools | warrington.gov.uk](https://www.warrington.gov.uk/moving-schools)

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. WAITING LIST

UTCW will operate a waiting list for each year group. Where in any year UTCW receives more applications for places than there are places available a waiting list will operate until 2 weeks into the autumn term. This will be maintained by UTCW and it will be open to any applicant that applies after the deadline and prior to 2 weeks into the autumn term.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria, subject to looked after children, previously looked after children and those allocated a place at UTCW in accordance with the Fair Access Protocol who will take precedence over those children on the waiting list. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

8. FAIR ACCESS PROTOCOL

UTCW may admit a child where it is requested by the Local Authority under the Fair Access Protocol, even where that would exceed the normal admission number. Each case in which UTCW is allocated a child will be dealt with on its own individual circumstances, the matters

relevant to the applicable year group and the process set out under the fair access protocol as in force at the time.

9. ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

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 the Clerk to the [Trustees/Governors] with a written request including the following information:

- the normal age group that the pupil would be admitted to and the year group which they are requesting the child be admitted to;
- the reason(s) for the request;
- the parent's views on why the admission outside of the normal year group should be made;
- information and evidence about the child's academic, social and emotional development as supported by professionals;
- confirmation as to whether the child has been educated outside of the normal age group previously; and
- 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.

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 Warrington Borough Council who will decide if the child should be admitted outside their normal age group.

If the request for a deferred entry is not made within the normal admissions round and is refused by the Warrington Borough Council 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.

13.4 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 the oversubscription criteria. A grant of the application does not receive any priority under the oversubscription criteria. If the application is rejected by the Warrington Borough Council 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.

10. THE APPEALS PROCESS

- 6.1 The UTCW Appeals Process will be fully compliant with the Schools' Admission Appeals Code 2022 (as updated).

- 6.2 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. The letter confirming refusal will include the reason why admission was refused, information about the right to appeal, the deadline for lodging an appeal and provide the contact details of where an appeal should be sent.
- 6.6 The decision of the Appeals Panel will be final.

11. 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.