

## **THE LEIGH UTC ADMISSIONS ARRANGEMENTS FOR 2018 – 2019**

The Leigh UTC seeks to attract students who:

- Wish to pursue an education with a technical and engineering bias regardless of whether students wish to progress to university, apprenticeship or direct employment.
- Are inspired to work with companies specialising in manufacturing and design including computer aided manufacturing and computer aided design, which will be the core of courses at The Leigh UTC.

This document sets out the admission arrangements for The Leigh UTC in accordance with Annex B to the Funding Agreement between The Leigh UTC and the Secretary of State.

Kent County Council administers applications for places at The Leigh UTC in conjunction with The Leigh UTC.

### **1. Arrangements for admission**

The admission arrangements for The Leigh UTC for the academic year 2018 - 2019 and, subject to any changes approved or required by the Secretary of State, for subsequent years are:

- a. The Leigh UTC has an agreed admission number of 120 students for Year 7 and 150 students for Years 10 and 12. The Academy will accordingly admit up to the agreed admissions number in the relevant age group each year if sufficient applications are received.
- b. The Leigh UTC may set a higher admission number as its Published Admission Number for any specific year. Students will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

### **2. Process of application**

Applications for places in Year 7 at The Leigh UTC will be made in accordance with Kent County Council's coordinated admission arrangements and will be made on the Secondary Common Application Form (SCAF) provided and administered by the Kent County Council. Leigh UTC will fit in with the common timetable agreed by Kent County Council.

Application forms for admission to Year 10 will be available with the new prospectus at the beginning of September 2017. Admission to The Leigh UTC will not be part of the Local Authority coordination of admissions, and Year 10 and Year 12 applications will be considered at anytime before the deadline date of the **31<sup>st</sup> January 2018**. Places will be offered on 1<sup>st</sup> March 2018.

Late applications will be considered after all applications made by the published date and added to the waiting list if oversubscribed.

### **3. Consideration of applications**

The Leigh UTC will consider all applications for places. Where fewer than the published admission number for any relevant age group are received, The Leigh UTC will offer places to all those who have applied.

Requests for admission outside of the normal age group should be made to the Principal as early as possible in the admissions round associated with the child's date of birth. This allows the academy and admissions authority sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request, however where provided it must be specific to the child in question and may include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede the academy's ability to agree to a request for admission outside of the normal age group. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. Deferred applications must be made via paper CAF to the Local Authority, with written confirmation from the academy Principal attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with the academy's oversubscription criteria.

### **PROCEDURES WHERE THE LEIGH UTC IS OVERSUBSCRIBED**

Where the total number of applications for admission is greater than the published admission number for any relevant age, applications will be considered (after the admission of students with Education, Health and Care Plans [EHCP] where The Leigh UTC is named on the EHCP) against the following criteria. These will be applied in the order in which they are set out below:

- a) Children in Local Authority Care – a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. This applies equally to a previously Looked After Child is a child who was adopted or subject to a Common Arrangements Order or special guardianship order, immediately following having been "Looked After".
- b) Admission of students whose siblings currently attend The Leigh UTC and who will continue to do so at the time of entry. The Leigh UTC reserves the right to ask for proof of relationship.
- c) The son or daughter of a member of staff who has been employed at the academy for two or more years at the time at which the application for admission to the academy is made, or who has been recruited to fill a vacant post at the academy for which there is a demonstrable skill shortage. For this criteria son or daughter means a child who lives in the same house as the member of staff, including a natural son or daughter, an adopted child, stepson or daughter, or foster child. Children residing in the same households as part of an extended family, such as cousins, will not be eligible under this criterion. If children come from multiple births (twins, triplets, etc.) and the Academy would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those children, the Academy will offer a place to each of the children, even if doing so takes the academy above its PAN.
- d) 20 places will be available to children attending a Leigh Academies Trust primary academy. Applications will only be given priority in this category if the Leigh Trust secondary academy to which they are applying is closest to their home. If oversubscribed in this category it will be the 20 closest to the Academy that will be admitted.

We use the distance between the child's permanent home address and the Academy, measured in a straight line using Ordnance Survey address point data. Distances are measured from a point defined as within the child's home to a point

defined as within the Academy as specified by Ordnance Survey. The same address point on the Academy site is used for everybody.

1. For those students whose home address is within the Defined Catchment:

- e) Health and Special Access Reasons – Medical, health, social and special access reasons will be applied in accordance with The Leigh UTC's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend The Leigh UTC. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend The Leigh UTC. Such claims will need to be supported by written evidence from a suitably qualified, independent registered medical or other practitioner, at the time of original application, who can demonstrate a special connection between these needs and The Leigh UTC.
- f) Nearness of children's homes to The Leigh UTC - We use the distance between the child's permanent home address and The Leigh UTC, measured in a straight line using Ordnance Survey address point data. Distances are measured from a point defined as within the child's home to a point defined as within The Leigh UTC as specified by Ordnance Survey. The same address point on The Leigh UTC site is used for everybody.

2. For those students whose home address is outside the Defined Catchment:

Criteria d) and e) will be applied

For these Admissions Arrangements brother or sister means children who live as brother and sister in the same house and are on the roll of The Leigh UTC, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters. Children residing in the same households as part of an extended family, such as cousins will not be treated as siblings. If siblings from multiple births (twins, triplets etc.) apply for The Leigh UTC and The Leigh UTC would reach its Published Admissions Number (PAN) after admitting one or more, but before admitting all of those siblings The Leigh UTC will offer a place to each sibling even if doing so takes it above its PAN.

The applicant's home address is where the applicant lives as the only or principal residence. Where parents live at separate addresses, and have joint custody, the address used will be the one where the child spends the main part of the academic week (i.e. Sunday night to Thursday night inclusive).

The defined catchment area is area encompassed by the river Thames in the North, the A249 in the east and follows the line when it joins the M20, from there to the M26, north on the M25 to junction 4 then the A21 to the A20 and follows this until that meets the Ravensbourne river, then along here until it joins the river Thames. See Appendix i).

If it is necessary to use a tie-breaker to distinguish between two or more applications, the distance criteria as outlined in e) above will be used.

In the unlikely event of two or more children is all other ways having equal eligibility for the last available place at The Leigh UTC, names will be issued a number and drawn randomly to decide which child should be given the place.

#### **4. Operation of waiting lists**

Subject to any provisions regarding waiting lists in Kent County Council's coordinated admission scheme, The Leigh UTC will operate a waiting list. Where in any year The Leigh UTC receives more applications for places than there are places available, a waiting list will operate. This will be maintained by The Leigh UTC and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria;

#### **5. Arrangements for admission to Post-16 Provision**

The Leigh UTC will publish specific criteria in relation to minimum entrance requirements for the Sixth Form and for the range of courses available based upon GCSE grades or other measures of prior attainment. These criteria are the same for internal and external transfers. All internal applicants who meet the criteria will be admitted to the Sixth Form, even if this number is greater than the planned admissions number. The academic entry criteria will be published in the autumn immediately preceding the year of admissions (that is autumn 2017) for September 2018 admissions. The criteria will be included within The Leigh UTC's prospectus and within the local authority composite admission prospectus.

If 150 or more students from within The Leigh UTC meet the admissions criteria and wish to enter Y12 of the 6th form, no external applicants will be considered.

Where there are more external applicants for any available Sixth Form places than places available, after the admission of students with an EHCP where The Leigh UTC is named on the statement, the oversubscription criteria above will be applied to determine who is admitted. There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants, whether they are internal or external applicants.

Appendix i)

Catchment Area

