



Heathrow Aviation Engineering UTC Admissions Policy

Background

The Schools admissions code required the Governing Body to consult, as below:

When changes are proposed to admission arrangements, all admission authorities must consult on their admission arrangements (including any supplementary information form) that will apply for admission applications the following school year. Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that admission authorities must consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period

The Governing Body must determine its admissions annually, as below:

All admission authorities must determine (i.e. formally agree) admission arrangements every year, even if they have not changed from previous years and a consultation has not been required. Admission authorities must determine admission arrangements by 28 February in the determination year.

Once admission authorities have determined their admission arrangements, they must notify the appropriate bodies and must publish a copy of the determined arrangements on their website displaying them for the whole offer year (the school year in which offers for places are made). Admission authorities must send a copy of their full, determined arrangements to the local authority. Admission authorities must send a copy of their determined admission arrangements as soon as possible before 15 March in the determination year. Admission authorities for schools designated with a religious character must also send a copy of their arrangements to the body or person representing their religion or religious denomination.

Where an admission authority has determined a PAN that is higher than in previous years, they must notify the local authority that they have done so, and make specific reference to the change on their website.

Local authorities must publish on their website the proposed admission arrangements for any new school or Academy which is intended to open within the determination year, details of where the determined arrangements for all schools, including Academies, can be viewed, and information on how to refer objections to the Schools Adjudicator. Local authorities must publish these details by 15 March in the determination year

Following determination of arrangements, any objections to those arrangements must be made to the Schools Adjudicator. Objections to admission arrangements for entry must be referred to the Adjudicator by 15 May in the determination year. Admission authorities that are not the local authority must provide all the information that the local authority needs to compile the composite prospectus no later than 8 August, unless agreed otherwise.



Heathrow Aviation Engineering UTC Admissions Policy

Age Range

The UTC will accept students in the age range 14 to 19, i.e. Years 10 to 13, but new admissions will be limited to Years 10 and 12 as programmes run over two years.

Admission Number

Year 10

The Pupil Admissions Number will be 150 in Year 10.

Year 12

When at full capacity, the UTC will not admit external applicants unless it is undersubscribed by pupils progressing from its own year 11 and in such circumstances it will apply the same academic entry requirements as it does to pupils already on roll in the UTC.

Year Group	2018/19	2019/20	2020/21	2021/22	2022/2023
10	60	60	80	100	100
11	40	60	60	80	100
12	140	140	160	160	160
13	60	110	110	130	140
Total	300	370	410	470	500

Applying to join in Year 10

Students applying to join the UTC in Year 10 will fall under Local Authority coordination and applications should be made through the Local Authority in which the child is resident. The closing date for applications will be 31st October and applications received by the deadline will be given priority. If fewer applications than the published admission number for a year group are received, the UTC will offer places to all applicants.

Parents will be notified of the outcome of their application by the UTC after consultation with the local authority in which they are resident.

Oversubscription criteria for Year 10

- Students with a statement of special educational needs or Education Health Care Plan, where the UTC is named, will automatically be offered places.
- If the number of applications exceeds the available places the following oversubscription criteria priorities apply:
 - a) Looked after children (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption residence, or a special guardianship order;
 - b) Children who live within an eight-mile radius of Heathrow Aviation Engineering UTC by random allocation (see admissions policy on website for further details) using an inner and outer catchment area, of which 50% of places will be offered to students in the 4 miles



closest to the UTC and the remainder to those living within 4 to 8 miles of the UTC. If places remain available from either catchment area, the remaining places will be offered by random allocation; and to children living outside wider catchment area will then be considered with those living closest to the UTC being given priority¹.

- c) If places remain available from either catchment area, the remaining places will be offered by random allocation²; and
- d) Children living outside wider catchment area will then be considered with those living closest to the UTC being given priority¹.

Late applications

- Late applications will be considered in accordance with schools admissions criteria. Applications from 31st October to 1st April (which will include all applications to date) will be considered in the next tranche.

Appeals in the event of refusal of a place

If a child is refused a place, parents will be advised of their right of appeal to an independent appeal panel. Information about the right of appeal will be included with their notification of an unsuccessful application.

Waiting lists

- All children refused admission to the UTC will be placed on a waiting list for at least one term unless their parent asks for this not to happen.
- Should a place become available at the UTC after the offer date that place will be offered to the next child on the waiting list, as per published oversubscription criteria as set out in paragraph 10.

Applying to join in Year 12

- Prospective Year 12 students should apply for a place directly to the UTC either online or by completing a written application.
- The UTC will set and publish, in advance of the admissions closing date, the minimum academic entry requirements. This would normally be five GCSEs at grades 5 or above, including Maths and English but is subject to regular review. Students not meeting minimum academic requirements will be guided towards appropriate programmes of study.
- Applications should be made directly to the UTC.

Oversubscription criteria for Year 12

- Priority for available places will be given to internal applicants who meet the minimum admission criteria and they will automatically be offered places.
- Students with a statement of special educational needs or Education Health Care Plan, where the UTC is named, will automatically be offered places.
- All looked after children will automatically be offered places.
- If the number of external applicants who meet the minimum admission criteria exceeds the number of places available, places will be offered on a randomised basis² overseen by



independent monitors.

- Applications made before the published closing date will be considered first and, thereafter, in the order in which they are received.

¹ The distance will be measured in a straight line from the child's home address to the front entrance of the UTC using a Geographical Information System, based on Ordnance Survey. In considering applications we will use the permanent address we hold for you at the published closing date for receipt. If the child is cared for at more than one address, we will use that of the main carer based upon the address that the child is registered with their GP. If more than one child lives an equal distance from the UTC (for example in a block of flats) the place(s) will be offered by random allocation.

² Random allocations are necessary where:

- a) There is more than one applicant ranked equally according to the published admission rules and there are insufficient places available to allocate all of the equally ranked applicants
- b) This occurs where applicants are equidistant from the UTC either as a result of being twins/triplets or other multiple birth group or because the usual method of measuring distance to the school results in two unrelated applicants having the same distance measurement.

Each random allocation event only holds for the allocation of the currently available UTC places. On any waiting list the remaining applicants remain equally ranked and any further place is offered as the result of a further random exercise. In making a random allocation it is important that there is scrutiny from a person who is not involved in the allocation process. The random allocation will be done using either a computer programme or by an independent draw process. Further information about the random allocation process can be supplied on request.