



## Admissions Policy

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<b>Approved By the Personnel Committee</b>	
<b>Date of Approval by Governing Body</b>	
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# Admissions Policy

## **1. Introduction**

- 1.1. Sir Simon Milton Westminster University Technical College aims to provide an excellent education experience for 14 to 19 year olds with a passion for Science, Maths, Technology or Engineering. For these students, we welcome all academic abilities. The aim is to inspire and develop a new generation of scientists, mathematicians, engineers, technologists and business leaders with the life skills, confidence and knowledge to succeed in their careers. Our UTC Admissions Policy reflects these aspirations. The Sir Simon Milton Westminster UTC will provide places for young people aged 14-18 and the Admissions Arrangements for Years 9, 10 and 12 are set out below.
- 1.2. The Sir Simon Milton Westminster UTC is committed to straightforward, open, fair and transparent admissions arrangements. The school will act fully in accordance with the School Admissions Code (as revised September 2015), the Schools Admissions Appeals Code (2012) and admissions laws as they apply to Academies.

## **2. Published Admission Numbers (PANs) and enrolments**

- 2.1. For 2020, the pupil admission numbers will go unchanged.
- 2.2. For 2021, the school will admit a maximum of 48 pupils into each of Year 9 and Year 10.
- 2.3. For 2022 and beyond, the school will admit a maximum of 72 pupils into Year 9 and up to 100 students into Year 12.
- 2.4. For 2024 and beyond, the school will have a maximum of 72 pupils in each of Year 9, Year 10 and Year 11 and up to 100 students in each of Year 12 and Year 13.
- 2.5. When fully operational the UTC will provide for just 416 pupils overall. In the 2020-21 academic year and in future years, places will be offered in four Geographic Areas designated on the list at the end of this policy.

## **3. Application Process**

- 3.1. The Sir Simon Milton Westminster University Technical College will manage its own admissions for entrants and applications should be made directly to the UTC. Copies of the application form are available from the Admissions Team at the Sir Simon Milton Westminster University Technical College and are accessible on the UTC's website. The Admissions Team can be contacted by phoning the school reception on: 020 3301 7660 or by email: [enquiries@westminsterutc.ac.uk](mailto:enquiries@westminsterutc.ac.uk)
- 3.2. We will operate in keeping with the local authority's Fair Access Protocol.

## **4. Special Education Needs**

- 4.1. Children with a Education Health and Care Plan (EHCP) where the Sir Simon Milton University Technical College Westminster is named on the plan will be admitted to Sir Simon Milton University Technical College.

## **5. Oversubscription Criteria- Key Stage 4**

- 5.1. If the number of applications matches, or is fewer than the number of places available, then all applicants will be offered a place.
- 5.2. Places will be offered in four Geographic Areas designated on the attached list. Each Geographic Area will be allocated a proportion of the remaining places after priority groups (statemented children and LAC/PLAC children) are admitted, as indicated in Appendix 1.

- 5.3. If one or more Areas are under-subscribed all applications from those areas will be admitted.
- 5.4. All children with a Education Health and Care Plan (EHCP) where the Sir Simon Milton Westminster University Technical College is named on the / plan will be admitted, and then the over-subscription criteria will apply in the following order.
- 5.5. Looked after children and previously looked after children will be offered places first.
- 5.6. Places will then be offered to children living in the four Geographic Areas:
- 5.7. Each area is first allocated a proportion of the remaining places after LAC/ PLAC and statemented pupils are admitted at Key Stage 4. 40% of the places will be allocated to Area 1, and each of Areas 2, 3 and 4 will be allocated 20% each of the remaining places.
- 5.8. If any area is oversubscribed random allocation will determine which pupils make up those to be admitted.
- 5.9. If any area is undersubscribed, all applications from that area will be admitted and the UTC will then fill up to PAN by random allocation applied to any applicants from over-subscribed geographic areas who were not initially allocated a place.
- 5.10. Places will be allocated to children living outside the four Geographic Areas if the UTC is still not full after the application of criteria 1 and 2 above.

## **6. Tie-break and random Allocation**

- 6.1. Random allocation will determine who is admitted, overseen by a person independent of the UTC, if the school is oversubscribed.

## **7. Applications for post-16 provision- Key Stage 5**

- 7.1. To gain entry to Level 3 courses in year 12, applicants must have achieved 5 GCSE grades 4 - 9 including English and Maths.
- 7.2. Students from the Sir Simon Milton Westminster UTC in Year 11 who have met this criterion will have an automatic right to continue their studies in the UTC's Sixth form if suitable courses are offered.
- 7.3. Other specific course requirements which students will be expected to meet to be able to follow their chosen subjects will be published.
- 7.4. Any eligible applicant that enters the UTC's Year 12 who fails to meet the specified grade in their chosen subjects will be offered an alternative course where practicable, or supported by referral to an alternative post-16 education provider that may be able to offer their preferred course of study.
- 7.5. If Year 12 is undersubscribed all applications who meet the minimum academic entry requirements will be admitted.

## **8. Oversubscription criteria – Key Stage 5**

- 8.1. Places are offered in four Geographic Areas designated on the list below.
- 8.2. If one or more Areas are under-subscribed all applications from those areas will be admitted.
- 8.3. All children with Education Health and Care Plan (EHCP) where the Sir Simon Milton University Technical College Westminster is named on the plan will be admitted, and then the over-subscription criteria will apply in the following order:

- 8.4. Looked after children and previously looked after children will be offered places first.
- 8.5. Places will then be offered to children living in the four Geographic Areas:
  - 8.6. Each area is first allocated a proportion of the remaining places after LAC/ PLAC and statemented pupils are admitted at Key Stage 5. 40% of the places will be allocated to Area 1, and each of Areas 2, 3 and 4 will be allocated 20% each of the remaining places.
  - 8.7. If any area is oversubscribed, random allocation will determine which pupils make up those to be admitted.
  - 8.8. If any area is undersubscribed, all applications from that area will be admitted and the UTC will then fill up to PAN by random allocation applied to any applicants from over-subscribed geographic areas who were not initially allocated a place.
- 8.9. Places will be allocated to children living outside the four Geographic Areas if the UTC is still not full after the application of criteria 1 and 2 above.

## **9. Tie-break and random Allocation**

- 9.1. Random allocation will determine who is admitted, overseen by someone independent of the UTC, if the school is oversubscribed.

## **10. Offers of places**

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

## **11. Fair Access Protocol**

- 11.1. Sir Simon Milton Westminster UTC is committed to taking its share of vulnerable children who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of UTC admissions, the school governing body is empowered to give absolute priority to a child whose admission is requested under Westminster's Fair Access Protocol, which carries the agreement of both the governing body and local authority for the current admission year. The UTC's governing body has the power even for cases when admitting such a child would cause the school to exceed the normal published admission number.

## **12. Waiting Lists**

- 12.1. If the school is oversubscribed, names of all unsuccessful applications will be placed on a waiting list. The list will be kept until on the last day of the first term in the academic year and will operate in accordance with the oversubscription criteria defined above. The list will be re-ordered in accordance with the over-subscription criteria whenever anyone joins or leaves the list.
- 12.2. Applicants whose application was unsuccessful can request that their name is included on the waiting list.

## **13. Admission outside normal year group**

- 13.1. Parents may request that their child is admitted as a UTC student to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting on his or her schooling. All such requests will be considered on

their merits and either agreed or refused, on that basis. If a request is refused the child will still be considered for admission to their normal age group.

13.2. The process for requesting such an admission is as follows:

13.3. With the application, parents should request that the child is admitted to another year group (and state which one), and the reasons for that request.

13.4. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, head teacher etc. Some of the evidence a parent might submit could include:

13.5. information about the child's academic, social and emotional development;

13.6. where relevant, their medical history and the views of a medical professional;

13.7. whether they have previously been educated out of their normal age group; and

13.8. whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

13.9. The UTC will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. The views of the parents and the child's current Headteacher will be taken into account. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before offers are made, and the reason for any refusal.

## **14. Appeals**

14.1. All admissions processes conducted by and on behalf of the Sir Simon Milton Westminster UTC will be conducted in compliance with the Department for Education's School Admissions Code, and the School Admissions Appeals Code. Any applicant not offered a place at the Sir Simon Milton Westminster UTC has the right to appeal. Appeals should be submitted to the Clerk of the Independent Appeals Panel.

14.2. Appeals will be heard by an independent appeal panel in accordance with the School Admissions Appeals Code. An appeal form and supporting literature is available from the UTC and will be uploaded to the website. Appeals should be submitted within 20 school days of the notification of the decision not to award a place to a named applicant and addressed to the Clerk of the Independent Appeal Panel, Sir Simon Milton Westminster University Technical College, Sutherland Street, London SW1V 4LD.

## **15. London's Geographic Areas**

15.1. Four Geographic Areas have been designed for identification of catchment purposes according to the Local Authority in each area, as follows.

<p><b>AREA 1: (40% of the available places)</b></p> <p>Westminster</p> <p>Royal Borough of Kensington and Chelsea</p> <p>Hammersmith and Fulham</p> <p>Wandsworth</p> <p>Lambeth</p> <p>Southwark</p> <p>Islington</p> <p>Camden</p> <p>Hackney</p> <p>City of London</p>	<p><b>AREA 2: (20% of the available places)</b></p> <p>Merton</p> <p>Sutton</p> <p>Tower Hamlets</p> <p>Newham</p> <p>Greenwich</p> <p>Lewisham</p> <p>Bexley</p> <p>Bromley</p> <p>Croydon</p> <p>Kingston</p>
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<p><b>AREA 3: (20% of the available places)</b></p> <p>Barnet</p> <p>Harrow</p> <p>Hillingdon</p> <p>Brent</p> <p>Ealing</p> <p>Hounslow</p>	<p><b>AREA 4: (20% of the available places)</b></p> <p>Haringey</p> <p>Enfield</p> <p>Barking</p> <p>Havering</p> <p>Redbridge</p> <p>Waltham Forest</p>
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**16. Note:**

- 16.1. The colleague does not operate a pupil banding system as part of its admissions process.
- 16.2. The College recognizes that admission authorities of maintained schools, Free Schools and Academies must refer to the new School Admissions Code when determining their admission arrangements, and must comply with its mandatory requirements.