

# **Aylesbury University Technical College**

## **Admissions Policy**

**for**

**2025-26**

Responsible Officer: Principal  
Date: November 2024  
Review date: November 2025  
Procedure available: Website  
Authorised by: Governing Body

**Note – Aylesbury UTC has recently consulted to adjust the planned admission number (PAN) to include a cohort of year 9 students. We are still awaiting a response. A positive response would mean that this admissions policy would be amended to include an admission of 60 year 9 students and a further 60 year 10 students, the year 12 admission number would remain the same.**

**Admission Numbers** - The planned maximum admission number (PAN) for pupils

#### Key Stage 4

120 pupils per academic cohort. This figure will be split equally between Aylesbury UTC's two specialisms.

Group A – 60 places will be allocated to those stating in their application that they wish to follow the first specialism

Group B - 60 places will be allocated to those stating in their application that they wish to follow the second specialism

Places will be allocated to either group A or group B ranked in accordance with the oversubscription criteria. Applicants should state on their application which of the specialisms is their preference (or both, stating which their highest preference is).

Whilst every effort will be made to comply with an applicant's wishes, if the school is oversubscribed in one of the subject groups but is undersubscribed in the other, those applying under the oversubscribed group who have a lower priority for admission to that group may instead be offered a place in the other group.

All applicants will need to complete the UTC's online application form so that we know what specialism is being applied for. Applications must be made directly to the UTC. The Local Authority no longer coordinates admissions to Aylesbury UTC.

#### Key Stage 5

Aylesbury UTC will operate a sixth form for a total of 360 students when the UTC is at full capacity.

From 2021-22 and for subsequent years 180 places overall will be available in Year 12 (the year 12 'capacity').

The admission number for Year 12 is therefore 60. This is the number of places which will be offered on an annual basis to eligible external applicants. If fewer than 120 of the Aylesbury UTCs own Year 11 students transfer to Year 12, additional external students will be admitted until Year 12 meets its capacity of 180.

#### Minimum entry requirements for Key Stage 5

To gain entry to year 12, applicants need to have achieved at least 5x GCSE grades 9-4 including English and Maths. Entry for any applicant who has not met this requirement will be agreed on a case by-case basis.

Applicants from the Aylesbury UTC Year 11 cohort who have met this criterion will have an automatic right of transfer to the post-16 section of the UTC subject to successful interview.

Any eligible applicant that enters the UTC's Year 12 who fails to meet the specified grade in their chosen subjects will, where practicable, be offered an alternative course or offered a referral to an alternative post 16 education provider that may be able to offer their preferred course of study.

### **Arrangements for admitting students to other year groups, including replacing any students who have left Aylesbury UTC**

Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, Aylesbury UTC will consider all such applications. If the year group applied for has a place available and providing a place will not prejudice the provision of efficient education or efficient use of resources for our current students, the pupil will be admitted. If more applications are received than there are places available, the oversubscription criteria shall apply.

### **Oversubscription criteria**

#### **Year 10**

The Merchant Taylor's Oxfordshire Academy Trust (MTOAT) will consider all applications for places at Aylesbury UTC.

Where the number of applications for admission is greater than the published admissions number for either specialism choice, applications will be considered against the criteria set out below. After the admission of students with statements of Special Educational Needs and Disabilities (SEND) where Aylesbury UTC is named on the statement or Education, Health and Care Plan (EHCP), the criteria will be applied in the order in which they are set out below:

- a) Looked After Children in the care of a local authority
- b) Children residing in the priority zones of the catchment area 33% per zone by random 1 allocation
- c) Children residing outside the priority zones with priority being given to those living nearest to the Aylesbury UTC as measured in a straight line from the applicants home address to the front gates of the Aylesbury UTC using the Local Authority's computerised measuring system

If there are the same numbers or fewer applicants from any zone than places available, then all applicants will be offered a place. Any unfilled zone places will be distributed to those applicants who live in other zones using random allocation.

Should there be a need for a tie breaker the decision will be made by independently verified random selection to determine who is offered a place if a zone is oversubscribed. Criterion c) above will not come into operation until all applicants who live in the priority zones have been offered places.

Applications from sets of twins or other children from multiple births will be treated as individual applicants, this may result in one child being allocated a place under random allocation and another not.

If we are unable to distinguish between applicants on the basis of distance under criterion c) (because they are children who are as a result of multiple birth or live in the same block of flats) then the child or children who will be offered the available place(s) will be randomly selected.

Unsuccessful applicants will have a right of appeal to an independent admission appeals panel.

## **Year 12**

After internal transfers, the above oversubscription criteria will be applied to external applicants who meet the published minimum academic entry requirements offered at Aylesbury UTC.

If a course is full, existing students at Aylesbury UTC will be given priority for that course. External students will be offered alternative course options according to suitability and availability.

## **Operation of waiting lists**

Where, in any year group, Aylesbury UTC receives more applications for places than there are places available, a waiting list will operate until the end of the first term. This will be maintained by Aylesbury UTC staff and it will be open to any parent to ask for his or her child's name to be placed on the waiting list.

A student'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 students on the waiting list in accordance with the oversubscription criteria.

## **In-Year Applications**

From the 2013/14 school year, local authorities were no longer required to co-ordinate in-year admissions. This means that, where a parent wants to apply for a school place they may do so directly to Aylesbury UTC.

Aylesbury UTC will consider all such applications and, if the year group applied for has a place available, will admit the applicant (the exceptions being a) where an applicant has a history of challenging behaviour, in which case the case will be

referred to the local authority for consideration under the Fair Access Protocol b) where providing a place will prejudice the provision of efficient education or efficient use of resources for our current students). If more applications are received than there are places available, the oversubscription criteria will be applied. Any applicant not offered a place will be advised of their right of appeal.

Local authorities must, on request, provide information to a parent about the places still available in all schools within its area, and a suitable form for parents to complete when applying for a place for their child at any school for which they are not the admission authority. Any parent can apply for a place for their child at any time to any school outside the normal admissions round.

Aylesbury UTC must, on receipt of an in-year application, notify the maintaining local authority of both the application and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area.

### **Appeals**

Aylesbury UTC shall ensure that parents and children will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Trust. The Independent Appeal Panel will be independent of Aylesbury UTC. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education.

Aylesbury UTC shall prepare guidance for parents and relevant children about how the appeals process will work and provide parents with a named contact who can answer any enquiries parents may have about the process. Aylesbury UTC may, if it chooses, enter into an agreement with the LA or any other organisation for it to run the appeals process or to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.



