

# **Aylesbury University Technical College**

## **Admissions Policy**

**for**

**2026-27**

Responsible Officer: Principal  
Date: October 2024  
Review date: June 2026  
Procedure available: Website  
Authorised by: Governing Body

## 1. INTRODUCTION

Aylesbury UTC holds an important position in the wider community educating the young workforce of tomorrow in a way which will ensure that they take a professional, positive and proactive role within their community in the future. We aim to create a culture of team players with 'can do' attitudes and working towards a shared common goal.

The admissions authority is the school's Governing Body. As the admissions authority, the school's Governing Body must ensure that the criteria used to decide the allocation of places are fair, clear and objective. The Governing Body must also set out the criteria that will be applied if there are more applications than places at the school. The School admits children at the age of 14 without reference to aptitude or ability.

## 2. AIMS

This policy aims to:

- explain how to apply for a place at Aylesbury UTC
- set out the school's arrangements for allocating places to the students who apply
- explain how to appeal against a decision to not offer a place

## 3. LEGISLATION AND STATUTORY REQUIREMENTS

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

As an academy, Aylesbury UTC is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

## 4. ADMISSION NUMBERS

The planned maximum admission number (PAN) for pupils for each year group is as follows:

Year 9 - 60

Year 10 – 60 (to external applicants)

Year 12 – 60 (to external applicants)

### **Key Stage 3**

Aylesbury UTC will accept 60 pupils into year 9. This figure will be split equally between Aylesbury UTC's two specialisms: health and computing.

Group A – 30 places will be allocated to those stating in their application that they wish to follow health specialism.

Group B - 30 places will be allocated to those stating in their application that they wish to follow computing 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 whether their preference is to follow health or computing (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 4**

Aylesbury UTC will have capacity for a total of 120 students per year group when the UTC is at full capacity. Therefore, 120 places overall will be available in Year 10 (the year 10 'capacity').

The admission number for Year 10 is therefore 60. This is the number of places which will be offered on an annual basis to eligible external applicants. If fewer than 60 of the Aylesbury UTC's own Year 9 students transfer to Year 12, additional external students will be admitted until Year 12 meets its capacity of 120.

The maximum number of students in one year group will be 120 pupils per academic cohort. This figure will be split equally between Aylesbury UTC's two specialisms: health and computing.

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

Group B - 60 places will be allocated to those stating in their application that they wish to follow computing 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 whether their preference is to follow health or computing (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. Therefore, 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 UTC's own Year 11 students transfer to Year 12, additional external students will be admitted until Year 12 meets its capacity of 180.

The 180 pupils per academic cohort will be split equally between Aylesbury UTC's two specialisms: health and computing.

Group A – 90 places will be allocated to those stating in their application that they wish to follow the health specialism.

Group B - 90 places will be allocated to those stating in their application that they wish to follow the computing specialism.

**Places into Key Stage 5 will be dependant upon meeting the entry requirements of available courses.**

## **5. STATEMENTS OF SPECIAL EDUCATIONAL NEEDS**

Children who qualify and who have statements of Special Educational Needs (EHCPs) that names the school will be admitted prior to the application of the admission rules.

## 6. OVER-SUBSCRIPTION CRITERIA

Where eligible applications for admission exceed the number of places available, the following criteria will be applied in the order set out below to decide which student to admit:

- a) Looked after children and Adopted children. A looked after child is a child who is either in the care of the local authority or being provided with accommodation by a local authority in the exercise of their social services functions, or at any time was previously looked after but immediately after became the subject of an adoption, child arrangement order or special guardianship order
- b) Children of members of MTOAT staff, where the member of staff has been employed at the School for two or more years at the time at which the application is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable shortage.
- c) Siblings of children who will still be at the school, in years 10-11, on the child's date of admission.
- d) Children residing in the priority zones <sup>1</sup> of the catchment area in the percentages set out below:

Zone A – 33% of the remaining places by random allocation

Zone B – 33% of the remaining places by random allocation

Zone C – 33% of the remaining places by random allocation

- e) 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.

## 7. TIE-BREAKS

Should there be a need for a tie breaker for two or more applicants that cannot be otherwise separated, the decision will be made by independently verified random selection (drawing of lots) to determine which applicant is offered a place.

## 8. LATE APPLICATIONS

All Year 9 and 10 applications received by the college after the deadline will be considered to be late applications. Late applications will be considered after those

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<sup>1</sup> Priority zones within the catchment area will be determined based on travel to learn time and the number of schools so as not to destabilise existing schools in the Aylesbury area.

received on time. If, following consideration of all applicants the school is oversubscribed, children who cannot be offered a place will be automatically placed onto the waiting list to be included in the event that a second round of allocations takes place.

## 9. CHALLENGING BEHAVIOUR

The school will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. The school may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

The school may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that there is good reason to believe that the child may display challenging behaviour that may adversely affect the provision that can be offered. In this case, the school will refer these students to the Fair Access Protocol. The school will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

## 10. FAIR ACCESS PROTOCOL

The UTC participates in Buckinghamshire's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a college place in-year, get access to a school place as quickly as possible.

## 11. WAITING LISTS

Waiting lists for admission to Year 9 and 10 will be maintained by The School. If places become available during this time, then applications will be handled in accordance with the in-year transfer procedure. Each child added to the waiting list will require the list to be ranked again in accordance with the published oversubscription criteria. Looked after children, formerly looked after children and those allocated a place at the school in accordance with a Fair Access Protocol, will take precedence over those on the waiting list.

## 12. APPLICATION PROCEDURE

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.

### 13. IN YEAR ADMISSIONS

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the college will be admitted.

Likewise, if there are spaces available in the year group applied for, an offer of a place will be made.

If there are no spaces available at the time of application, the child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the children on the waiting list in accordance with the oversubscription criteria. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be made through the school website. Parents will be notified of the outcome of an in-year application in writing within 15 school days.

### 14. REQUESTS FOR ADMISSION OUTSIDE THE NORMAL AGE GROUP

Parents may request, by way of a letter to the Principal at the time of the application, that their child is admitted outside their normal age group. When such a request is made, the Principal will make a decision based upon any supporting evidence provided by the parent. If the parent is unsatisfied with a decision made then they can appeal to the school's governing body.

### 15. APPEALS PROCEDURE

The Aylesbury UTC Governing Board 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. The Independent Appeal Panel will be independent of the school. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education.

The Aylesbury UTC Governing Board 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 will use the Local Authority's appeals process to arrange for the process to be independently administered and clerked.







