



MERCHANT TAYLORS'
OXFORDSHIRE
ACADEMY TRUST



ADMISSIONS POLICY 2027 2028

November 2025

**AUTC Local
Governing Body**

Aylesbury UTC, Oxford Road, Aylesbury,
Buckinghamshire, HP21 8PB
e: governance@mtoat.co.uk
w: aylesburyutc.co.uk

Version Control	
Policy	Admissions Policy 2027 2028
SLT	JD
Reference	Amissions Policy 2026 2027
Committee	AUTC FGB
Circulation	Website
Status	Approved
Version	November 2025: Amendments made in line with guidance
Governing body approved	AUTC FGB: 25/11/25
Review cycle	Annually

Contents

1. Introduction	3
2. Aims.....	3
3. Legislation and Statutory Requirements.....	3
4. Admission Numbers.....	3
Key Stage 3 admissions.....	4
Key Stage 4 admissions.....	4
Key Stage 5 admissions.....	4
5. Education, Health and Care Plan	5
6. Over-subscription Criteria	5
7. Late Applications.....	6
8. In-Year Applications.....	6
Offering a place	6
Refusing to offer	7
9. Definitions	7
Children of staff.....	8
Siblings	8
10. Challenging Behaviour	8
11. Fair Access Protocol.....	9
12. Waiting Lists.....	9
13. Application Procedure	9
14. In-year Admissions	9
15. Requests for Admission Outside of the Normal Age Group	10
16. Appeals Procedure.....	10
17. Appendix 1	11

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 Trust Board. As the admissions authority, the Trust's Board must ensure that the criteria used to decide the allocation of places are fair, clear and objective. The Trust Board must also set out the criteria that will be applied if there are more applications than places at the school. The school admits children into year 9 and 10 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 the Trust's funding agreement to comply with these code.

4. Admission Numbers

The published admission number (PAN) for students for each year group is as follows:

Year 9 - 60

Year 10 – 120

Year 12 – 180

The academy will accept external students up to that figure less the number of the academy's own students who are accepted into year 10 or year 12. The number of external places will vary each year.

Key Stage 3 admissions

Aylesbury UTC will accept 60 students into year 9.

All applicants will need to complete Aylesbury UTC's online application form. Applications must be made directly to Aylesbury UTC. The Local Authority no longer coordinates admissions to Aylesbury UTC.

Key Stage 4 admissions

The external admission number for Year 10 is 120 less the number of internal students continuing to Year 10. This is the number of places which will be offered on an annual basis to eligible external applicants.

This figure will be split equally between Aylesbury UTC's three specialisms: health, film and digital.

Group A – 40 places will be allocated to those stating in their application that they wish to follow health specialism.

Group B - 40 places will be allocated to those stating in their application that they wish to follow digital specialism.

Group C - 40 places will be allocated to those stating in their application that they wish to follow film specialism.

Places will be allocated to either group A, group B or group C ranked in accordance with the oversubscription criteria. Applicants should state on their application whether their preference is to follow health, film or digital (or a combination of the three, stating which their highest preference is).

Whilst every effort will be made to comply with an applicant's wishes, if Aylesbury UTC 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 Aylesbury UTC's online application form so that it is known what specialism is being applied for. Applications must be made directly to Aylesbury UTC. The Local Authority no longer coordinates admissions to Aylesbury UTC.

Key Stage 5 admissions

The external admission number for Year 12 is 180 less the number of internal students continuing to Year 12. This is the number of places which will be offered on an annual basis to eligible external applicants.

The 180 students per academic cohort will be split equally between Aylesbury UTC's three specialisms: health, film and digital.

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

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

Group C - 60 places will be allocated to those stating in their application that they wish to follow the digital specialism.

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

5. Education, Health and Care Plan

In accordance with legal requirements, children who have an Education, Health & Care (EHC) Plan in which the school is named in Section I must always be admitted. This is not an over-subscription criterion; but where places are offered to such children through the co-ordinated admissions process, the number of places available to be offered to others using the criteria below will be reduced.

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:

1. 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.
2. Children of members of Aylesbury UTC 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.
3. Siblings of children who will still be at Aylesbury UTC, in years 10-11, on the child's date of admission who reside with the priority zones (see appendix 1).
4. Siblings of children who will still be at Aylesbury UTC, in years 10-11, on the child's date of admission.
5. Remaining places will be allocated as follows:
 - a. 33% of places by random allocation to children residing in the priority zone A (appendix 1)
 - b. 33% of places by random allocation to children residing in the priority zone B
 - c. 33% of places by random allocation to children residing in the priority zone C
6. 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 (51.814160571126145, -0.8203296141338642).

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.

7. Late Applications

All Year 9, 10 and 12 applications received by Aylesbury UTC after the deadline will be considered to be late applications. Late applications will be considered after those 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.

8. In-Year Applications

Applications for entry to any year group to start during the school year, can be made at any time. Usually applications will not be processed more than 6 school weeks or one half-term in advance of the intended start date.

Applications for entry to other year groups each September can be made no earlier than the first day of the second-half of the Summer Term (June each year). The last date on which an application can be accepted for immediate entry during each school year will usually be the last school day in June of that school year.

Applications can be made via the Aylesbury UTC website.

Paragraph 2.30 of the School Admissions Code 2021 requires that the Admission Authority should aim to notify parents of the outcome of their application within 10 school days and must notify within 15 school days. The Admission Authority will work closely with the Council to ensure the Council is able to do this on its behalf.

Offering a place

Usually, a place will be offered if there is a place available in the year group – the number of children in the year group is fewer than the operating number for that year group at the school.

The operating number may be the PAN when that year group started Year 9 at the school or it may be a different number if the PAN has changed or the school has had to organise in a way that means the admission of a further student would cause prejudice to the provision of efficient education of the children already there and/or the efficient use of resources.

If there are sufficient places in a year group and fewer applications than places, all applicants will be offered a place regardless of over-subscription criteria, home address and distance from home to Aylesbury UTC, as measured in a straight line from the applicants' home address to the front gates of the Aylesbury UTC (51.814160571126145, -0.8203296141338642)

If there are places in a year group but the number of applications exceeds the number of places, those with the highest priority when applying the over-subscription criteria and the distance tie-break will be offered a place.

When a place is offered, a child is expected to start as soon as possible, unless the place has been offered during the previous term for a start at the beginning of the following term. In this latter case, the child is expected to start no later than the beginning of the term requested.

Refusing to offer

The Admission Authority will not refuse to offer a place if the number of children equals or exceeds the operating number for the year group unless to do so would prejudice the provision of efficient education of the children already at the school and/or the efficient use of resources.

If the Admission Authority decides such prejudice exists no applicants will be offered a place.

9. Definitions

Parent

"Parent" is defined in law (Section 576 of the Education Act 1996) as either:

- (a) any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
- (b) any person who has care of the child or young person.

"Looked After" children

A 'looked after child' is a child who is either:

- (a) in the care of a local authority, or
- (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22 of the [Children Act 1989](#)) at the time of making an application to a school.

These are also known as Children We Care For (CWCF).

Previously "Looked After" children

The School Admissions Code 2012 introduced a requirement for all admission authorities to broaden the existing priority for 'looked after' children or children in care (defined in section 22 of the Children Act 1989) to include 'previously looked after' children. Children who were 'previously looked after' were defined for admissions purposes as those who, immediately after being in care, became subject to an adoption, residence, or special guardianship order.

A revised School Admissions Code came into force on 19 December 2014 and this states that 'previously looked after' children include those who were adopted under the Adoption Act 1976 (see Section 12 - Adoption Orders) and not simply those children who were adopted under the Adoption and Children Act 2002 (see Section 46 - Adoption Orders). In addition, residence orders have now been replaced by child arrangements orders. Those who previously received a residence order are now deemed to have a child arrangement order.

If applying on behalf of a "previously looked after" child the parent will need to provide the following evidence:

- an Adoption Order under Section 46 of the Adoption and Children Act 2002; or
- an Adoption Order under the Adoption Act 1976; or
- a Child Arrangements Order; or
- a Residence Order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989; or
- a Special Guardianship Order appointing one or more individuals to be a child's special guardian(s), under section 14A of the Children Act 1989.

Children of staff

The member of staff needs to be on the payroll of the school, their main place of work needs to be on the school site and they need either:

- To have been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or
- To have been recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

This applies to all teaching and non-teaching members of staff.

Siblings

For admissions purposes, a sibling is defined as one of the following:

- A brother or sister (both parents the same) living at the same home address; or
- A half-brother or half-sister (one parent the same) living at the same home address; or
- A step-brother or step-sister (sharing a parent who is married or in a civil partnership) living at the same home address; or
- An adopted child who, by reason of the adoption, now shares one or more parents with a child living at the same home address.

10. Challenging Behaviour

Aylesbury UTC 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. Aylesbury UTC may refuse

admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply.

11. Fair Access Protocol

Aylesbury 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. The protocol is published on Buckinghamshire Council's website:
<https://www.buckinghamshire.gov.uk/schools-and-learning/schools-index/school-admissions/school-admissions-guides-policies-and-statistics/fair-access-protocol-2024/>

12. Waiting Lists

Waiting lists for admission to Year 9 and 10 will be maintained by Aylesbury UTC. 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.

13. Application Procedure

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

14. 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 Aylesbury UTC website.

Parents will be notified of the outcome of an in-year application in writing within 15 school days.

15. Requests for Admission Outside of 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 Aylesbury UTC's governing body.

16. Appeals Procedure

The Aylesbury UTC Governing Body 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 Body 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.

17. Appendix 1

