

## **Mulberry UTC 2018-19 Admissions Policy**

### **1. Introduction**

Mulberry University Technical College ('Mulberry UTC') is a co-educational provision admitting girls and boys from its surrounding sub-region of central east London and from the Greater London area. Mulberry UTC has an inclusive ethos, admitting students who are representative of all abilities in accordance with the Schools Admissions Code. This is reflected in the stated aims and mission statement of the school.

Mulberry UTC provides a pioneering employer-led education, developing young people as innovators and experts within the creative industries the health sector and the world of digital technology. Learners will leave Mulberry UTC industry-ready and equipped to enter higher education. They will be highly desirable employees and/or undergraduates. They will have the capacity and technical capabilities to excel in the workplace, equipped to compete at the highest level in business, the arts and media, health and medicine. Every learner at Mulberry UTC is valued and respected equally, enjoying the highest possible standard of provision supported by leading employers and universities.

Mulberry UTC is committed to straightforward, open, fair and transparent admissions arrangement. The school will act fully in accordance with the School Admission Code, the School Admissions Appeals Code and admissions law as it applies to academies.

### **2. Admission numbers**

In September 2018, Mulberry UTC will have 80 places for Year 10 students and 240 places for Year 12 students. By 2022, Mulberry UTC will have a total capacity for 800 students, with an admission number of 100 in Year 10 and 300 (200 external) in Year 12 each year.

Mulberry UTC will admit this number of students if there are sufficient applications. Where fewer applicants than the published admission numbers for the relevant year group are received, the Academy Trust will offer places at Mulberry UTC to all Year 10 applicants and to all Year 12 applicants who meet the entry requirements for their chosen courses.

### **3. Eligibility for admission to Mulberry UTC**

Students aged 14 to 19 of all abilities and backgrounds can apply for a place at Mulberry UTC. As detailed in the oversubscription criteria, preference will be given to those students living within the catchment areas shown in the map below<sup>1</sup>.

Mulberry UTC Year 11 students are entitled to a post-16 (Year 12) place on a course offered by the UTC for which they meet the minimum entry requirements below. Since provision at Mulberry UTC is inclusive, all UTC students who have succeeded in Year 11 should have access to a suitable post-16 programme.

Admission to the UTC for post-16 students who are not already studying at Mulberry UTC are also in accordance with the published minimum entry requirements for the particular course of study that they wish to pursue.

Minimum entry requirements for each course offered at the UTC given below. Some courses have specific requirements above the general expectations for each level of course; these requirements will be published in the school's prospectus and on its website.

Level 3 courses: 5+ Grade 9-4 (A\*- C) at GCSE including English and maths, or equivalent qualifications

Level 2 courses: 5+ Grade 9-4 (A\*- E) at GCSE including English and maths, or equivalent qualifications

Post-16 applicants who do not meet the minimum requirements for a Level 3 programme will be given the option of pursuing a Level 2 programme if they meet the minimum requirements.

If there are more external applicants who satisfy the published minimum entry requirements than places available, the oversubscription criteria will apply.

### **4. Oversubscription criteria**

#### **4.1 Year 10**

Where fewer applications than the PAN are received for Year 10, the Trust will offer places at Mulberry UTC to all those who have applied. All children with an Education, Health and Care Plan, which names Mulberry UTC, will be admitted.

If Mulberry UTC is oversubscribed at Year 10, places will then be given to those children who meet the criteria set out below, in priority order.

---

<sup>1</sup> See map of catchment areas on page 4

1. Looked after children and children who were previously looked after and immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.<sup>2</sup>
2. Children who are eligible for the Pupil Premium.<sup>3</sup>
3. The children of staff at Mulberry UTC where that member of staff has been employed to fill a vacant post for which there is a demonstrable skill shortage.
4. Siblings<sup>4</sup> of students currently or formerly<sup>5</sup> at any school within the Mulberry Schools Trust<sup>6</sup>.
5. The remaining places will be randomly allocated to applicants whose home addresses<sup>7</sup> fall into the Catchment Areas below:
  - a) a maximum of 60% of remaining places will be given to applicants whose home address is in Catchment Area 1 on the map below<sup>8</sup>;
  - b) a maximum of 20% of remaining places will be given to applicants whose home address is in Catchment Area 2 on the map below;
  - c) a maximum of 20% of remaining places will be given to applicants whose home address is in Catchment Area 3 on the map below.
6. If any area(s) is/are undersubscribed then remaining places will be split evenly between the remaining area(s).
7. Any remaining places will be allocated to children who live outside the main catchment area and will be prioritised to those who live closest to the UTC, based on the shortest distance from home to school, measured on a straight line.

---

<sup>2</sup> A looked after child is a child who is (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. Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became the subject of a residence order or special guardianship order. See the definition in Section 22 (1) of the Children Act 1989.

<sup>3</sup> Students eligible for the Pupil Premium include children currently registered as eligible for free school meals or children who have been registered as eligible for free school meals at any point in the past six years.

<sup>4</sup> 'Siblings' includes birth siblings, step siblings, foster siblings, adopted siblings and other children living permanently at the same address.

<sup>5</sup> Former pupils are those who were full time students at a school within the Mulberry Schools Trust, including the Sixth Form, up to ten years previously (e.g. if a student is to start in September 2018, their sibling must have been at the school between September 2008 and July 2017).

<sup>6</sup> The Mulberry Schools Trust is an academy trust which currently includes Mulberry School for Girls and Mulberry UTC.

<sup>7</sup> Home address means that address where a child is resident for the majority of the week (Sunday to Saturday). If a child spends equal time at more than one address, the address utilised will be that which is registered with their doctor.

<sup>8</sup> See map on page 4

## Tie Breaker

Should there be a need for a tie breaker between two or more applicants that cannot be otherwise separated in any of the criteria above, independently-verified random selection will determine which applicant is offered a place.

## 4.2 Year 12

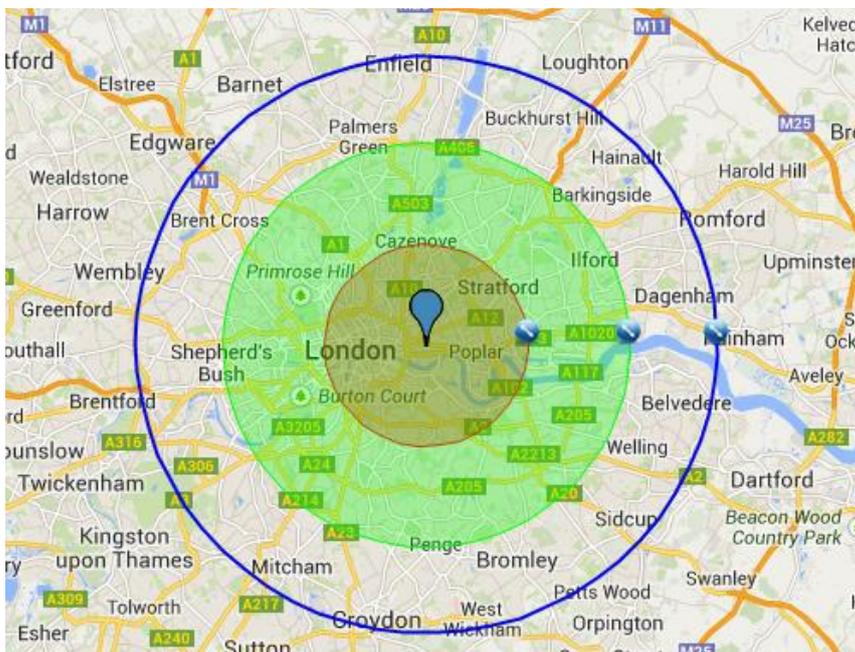
Mulberry UTC will admit Year 12 students who have met the minimum entry requirements for a post-16 course offered by the UTC.

The PAN states the number of places available to external students. If fewer Mulberry UTC Year 11 students transfer to Year 12 than places allocated to them, we will exceed our Y12 PAN until Year 12 meets its full capacity.

When Mulberry UTC's places for external students are oversubscribed, after the admission of students with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out above for Year 10, in the same priority order with the same tie-break process.

## 5. Mulberry UTC Catchment Areas

The map below shows the position of the concentric circles from the Mulberry UTC. Catchment area 1 is a 3.5 mile radius and is coloured red. Catchment area 2 is a 7 mile radius and is coloured green. Catchment area 3 is a 10 mile radius and is coloured blue.



## 6. Application Process

The Mulberry Schools Trust will consider all applications for places at the Mulberry UTC.

Applications to Year 10 and Year 12 for September 2018 are made to the UTC. Application forms are available from 1 September 2017 to download via the UTC's website ([www.mulberryutc.co.uk](http://www.mulberryutc.co.uk)). Anyone having difficulty accessing this form can obtain a paper copy from Mulberry UTC, 64 Parnell Road, London E3 2RU.

Completed forms should either be submitted online, hand-delivered or posted to this same address. Inaccurate or false information on the form could result in the offer of a place being withdrawn.

## 7. Application Deadline

Application forms for admission in September 2018 - both Year 10 and Year 12 - must be received by **31 January 2018**.

Offers of places for both Year 10 and Year 12 will be made by letter by **3 March 2018**. The Year 12 offers will be conditional on meeting the minimum entry requirements. A firm offer will be confirmed by 31 August 2018.

Mulberry UTC operates within the Local Authority's Fair Access Protocol.

## 8. Late applications

All applications received by the UTC after the above deadlines will be considered to be late applications. Late applications will be considered after all those received on time, using the same over-subscription criteria if necessary.

## 9. Waiting lists

If the UTC is oversubscribed, applicants not offered a place at the UTC will be placed on the waiting list. Children's position on the waiting list will be determined solely by the oversubscription criteria. Where places become vacant they will be allocated in accordance with the criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list. The waiting lists for Year 10 and Year 12 are held by Mulberry UTC. Both will be maintained until the end of the first term after the start of the school year. Students or parents may request that their child is removed from the waiting list at any time.

## **10. Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. When such a request is made, the Mulberry Schools Trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Principal and any supporting evidence provided by the parent. The process for requesting such an admission is through the normal application route. The application form should be accompanied by a letter setting out the reasons for seeking admission outside the normal age group.

## **11. The appeals process**

Unsuccessful applicants to Year 10 and Year 12 will have a right to appeal to an Independent Appeals Panel. Applicants will be advised of this right when informed that their application is unsuccessful.

The Appeals Panel will follow the arrangements adopted for Tower Hamlets Schools, with panel members independent of Mulberry UTC in accordance with the Schools Admissions Appeals Code. This provides the right of an independent assessment of the school's decision.

The decision of the Independent Appeals Panel will be final.

Appeals against a decision not to offer a place in Year 10 or Year 12 must be submitted on the London Borough of Tower Hamlets Admission Appeals Form. Parents wishing to appeal can obtain an appeal form from: Pupil Admissions, Tower Hamlets Local Authority, Town Hall, Mulberry Place, 5 Clove Crescent, London E14 2BG or [school.admissions@towerhamlets.gov.uk](mailto:school.admissions@towerhamlets.gov.uk).

The form should be sent to the Mulberry UTC Appeals Panel at Mulberry UTC, 64 Parnell Road, London E3 2RU.

The appeal must be lodged within 20 school days of the date of the letter notifying that the application was unsuccessful and must include the grounds for the appeal.

Parents and young people wishing to appeal will be offered the opportunity to access guidance and support from the Tower Hamlets Local Authority's Parent Advice Centre. Parents have the right to attend the appeal hearing and present their case for admission. Appeals will be administered by the UTC and will be heard within 40 school days of the appeal being lodged. Appeals relating to in-year admissions will be heard within 30 school days.

The UTC appeals process is Schools Admissions Appeals Code compliant.

## **12. In-year admission arrangements**

Applications for an in-year place at Mulberry UTC are made directly to the UTC. The Mulberry Schools Trust will consider all such applications and, if the year group applied for has a place available, will admit the applicant.

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 to appeal.

## **13. Protocols on 'hard to place' students**

Mulberry UTC is committed to taking its fair share of vulnerable children who are hard to place, in accordance with the Local Authority's Fair Access Protocol. Accordingly, outside the normal round of admissions, the Trust is empowered to give absolute priority to a child where admission is requested under any local protocol which carries the agreement of the Mulberry Schools Trust and the Local Authority for the current admission year. The Trust has this power even when admitting such a child would exceed the normal admission number.

## **14. Consultation**

This Admissions Policy was been included in the statutory consultation on the opening of Mulberry UTC. It has benefitted from guidance from the DfE and has been approved by the board of governors of Mulberry UTC. Changes to this Admissions Policy, other than an increase to the published admission number, will be subject to public consultation.