



# Admissions Arrangements 2024/2025

Updated: March 2023  
To be Reviewed: March 2024



**THE LEIGH  
UTC**

a University Technical College

## ADMISSION ARRANGEMENTS

### The Leigh UTC for the academic year 2024/ 2025

Leigh Academies Trust is the Admissions Authority of the Academy.

Applications for places will be made in accordance with Kent County Council co-ordinated admissions scheme and timetable.

The Leigh UTC seeks to attract students who:

- Wish to pursue an education with a technical and engineering bias regardless of whether students wish to progress to university, apprenticeship or direct employment.
- Are inspired to work with companies specialising in manufacturing and design including computer aided manufacturing and computer aided design, which will be the core of courses at The Leigh UTC.

This document sets out the admission arrangements for The Leigh UTC in accordance with Annex B to the Funding Agreement between The Leigh UTC and the Secretary of State.

Kent County Council administers applications for places at The Leigh UTC in conjunction with The Leigh UTC.

#### **Arrangements for admissions**

The admission arrangements for The Leigh UTC for the academic year 2024 - 2025 and, subject to any changes approved or required by the Secretary of State, for subsequent years are:

The Leigh UTC has an agreed admission number of 120 students for Year 7 and 150 students for Years 10 and 12. The Academy will accordingly admit up to the agreed admissions number in the relevant age group each year if sufficient applications are received.

Process of Application To apply for a place at The Leigh UTC for Y7 and Y10, an applicant must apply through the home Local Authority, in accordance with the Co-ordinated Planned Admission scheme.

### **Arrangements for admission to Year 7**

Consideration of applications All applications for places will be considered. Where fewer applications are received than the agreed admissions number, the academy will offer places to all those who have applied.

All applicants will be invited to sit a fair banding test. This is to ensure the academy admits a fully comprehensive range of abilities. It is not possible to pass or fail the test, but those not sitting the test at all, will only be prioritised after those children who have sat the test. The date of the test will be published widely, including on the academy website. Parents wishing to apply for this academy should do so to the local authority in the usual way and register for the test by sending a Fair Banding Test Form, available from the academy website or via email to be received by the date published on The Leigh UTC website.

Applicants who do not sit the test will be allocated an alternative date and time to sit the test. These applicants will not receive details of the fair banding test results until after the 31st October application deadline to submit a Supplementary Information Form (SIF) to their home local authority. Outcomes of the fair banding test will be available upon request from the academy after the date published on The Leigh UTC website.

Requests for admission outside of the normal age group should be made to the Academy as early as possible in the admissions round associated with the child's date of birth. This allows the academy and admissions authority sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request, however where provided it must be specific to the child in question and may include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede the academy's ability to agree to a request for admission outside of the normal age group.

Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. Applications must be made to the Local Authority, with written confirmation from the academy Principal attached. Applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with the academy's oversubscription criteria.

Before the application of oversubscription criteria the following groups will be admitted and the published admissions number will be reduced accordingly:

- o Children with a Statement of Special Education Need or Education, Health and Care Plan (EHCP) that names The Leigh UTC.

- o Looked After Children or previously Looked After Children. A Looked After Child is one 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 (see definition in section 22(1) of the Children Act 1989). A previously Looked After Child is a child who was adopted, or subject to a Child Arrangement Order, or special guardianship order, immediately following having been looked after.
- o Children previously in Care outside of England - Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

Those applicants who have undertaken the fair banding test will then be split into 5 equally sized bands, based on the results of the fair banding test. This is to ensure that students across a broad range of abilities are admitted. If the number of applicants is not divisible by five the following process will apply:

- o If there is one extra applicant when the number of applicants is divided by five there will be an additional applicant placed in Band 3;
- o If there are two extra applicants, there will be one additional applicant placed in Band 2 and one in Band 4;
- o If there are three extra applicants there will be one additional applicant placed in Band 5, one in Band 1 and one in Band 3;
- o If there are four extra applicants there will be one additional applicant placed in Bands 1, 2, 4 and 5 respectively.
- o If when the groups are split there are two children who have scored the same in the test, the academy priority criteria will be used to identify which child would go in which band

Once students have been allocated, priority within each band will be given in the following order:

(1) Admission of students whose sibling(s) currently attends the school. Students whose sibling(s) currently attend the school and who will continue to do so at the time of entry. For this criterion brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, step-brothers or sisters, foster brothers or sisters. Children residing in the same households as part of an extended family, such as cousins, will not be treated as siblings. If siblings from multiple births (twins, triplets, etc.) apply for the Academy and the Academy would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the Academy will offer a place to each of the siblings, even if doing so takes the Academy above its PAN. The Academy reserves the right to ask for proof of relationship.

(2) Acute Medical/ Social Needs. Medical, health, social and special access reasons will be applied in accordance with The Leigh UTC legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend The Leigh UTC. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend the Academy. Such claims will need to be supported by written evidence from a suitably qualified, independent registered medical or other practitioner, at the time of original application, who can demonstrate a special connection between these needs and The Leigh UTC.

(3) Child of a staff member. The son or daughter of a member of staff who has been employed at the academy for two or more years at the time at which the application for admission to the academy is made, or who has been recruited to fill a vacant post at the academy for which there is a demonstrable skill shortage. For these criteria son or daughter means a child who lives in the same house as the member of staff, including a natural son or daughter, an adopted child, step-son or daughter, or foster child. Children residing in the same households as part of an extended family, such as cousins, will not be eligible under this criterion. If children come from multiple births (twins, triplets, etc.) and the Academy would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those children, the Academy will offer a place to each of the children, even if doing so takes the academy above its PAN. The Academy reserves the right to ask for proof of relationship.

(4) Children attending Leigh Academy Trust Primary Academies -20 places will be available to children attending a Leigh Academies Trust primary academy. Applications will only be given priority in this category if the Leigh Trust secondary academy to which they are applying is closest to their home. If oversubscribed in this category it will be the 20 closest to the Academy that will be admitted and there will be 4 places within each band.

(5) Nearness of children's homes to school - proximity of the child's home to the school, with those living nearer being accorded the higher priority. We use the distance between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for the school, these straight line measurements are used to determine how close each applicant's address is to the school.

The home address is considered to be where the child resides as their only or principal residence. Proof of liability for Council Tax will be required. If the child resides equally between both parents, the principal home address will be considered as being the address at which the child is registered whilst attending primary school, with a GP and, if applicable, the address of the parent who is in receipt of Child Benefit or Child Tax Credits for the child. For

children who reside with a relative or carer other than a parent, a residence order or other court order will be required.

Those applicants who did not undertake the fair banding test will then be considered. Priority will be given in the following order:

- (a) Admission of students whose sibling(s) currently attends the school;
- (b) Acute medical/social needs;
- (c) Child of a staff member;
- (d) Children attending Leigh Academy Trust Primary Academies
- (e) Distance from the Academy.

The definitions of these criteria are the same as listed in section 2 above.

**Tie Breaker.** In the unlikely event that two or more applicants living the same distance away from the Academy and in all other ways have equal eligibility for the last available place at the Academy, the names will be issued a number and drawn randomly to decide which child should be given a place.

**Late Applications.** The Leigh UTC follows Kent County Councils Local Authority's policy for late applications as stated in the booklet "Secondary Schools in Kent".

#### **Procedures where the Academy is oversubscribed**

Applications for places at the academy will be considered as follows:

- (a) Admission of students whose sibling(s) currently attends the school;
- (b) Acute medical/social needs;
- (c) Child of a staff member;
- (d) Children attending Leigh Academy Trust Primary Academies
- (e) Distance from the Academy.

#### **Arrangements for Admission to Post-16**

The Leigh UTC will publish specific criteria in relation to minimum entrance requirements for the Sixth Form and for the range of courses available based upon GCSE grades or other measures of prior attainment. These criteria are the same for internal and external transfers. All internal applicants who meet the criteria will be admitted to the Sixth Form, even if this number is greater than the planned admissions number. The academic entry criteria will be published in the autumn immediately preceding the year of admissions (that is autumn 2023) for September 2024 admissions. The criteria will be included within The Leigh UTC's prospectus and within the local authority composite admission prospectus.

If 150 or more students from within The Leigh UTC meet the admissions criteria and wish to enter Y12 of the 6th form, no external applicants will be considered.

Where there are more external applicants for any available Sixth Form places than places available, after the admission of students with an EHCP where The Leigh UTC is named on the statement, the oversubscription criteria above will be applied to determine who is admitted. There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants, whether they are internal or external applicants.

#### **Procedures where the Academy is oversubscribed**

Applications for places at the academy will be considered as follows:

- (a) Admission of students whose sibling(s) currently attends the school;
- (b) Acute medical/social needs;
- (c) Child of a staff member;
- (d) Distance from the Academy.

#### **Waiting list.**

The Academy will maintain a waiting list, in all ability bands, for the academic year being applied for. This will operate when the Academy receives more applications than there are places available, and the waiting list will operate for the full academic year. The waiting list will be managed by Kent County Council admissions team until August 31st and transfer to the academy on September 1st. Any parent/ carer can ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. Any child for whom a place is requested on the waiting list will undertake the fair banding test, thus allowing each child to be placed in one of the ability bands. The lists will be ranked in line with the published oversubscription criteria, listed above, and no further information can be considered. If a place becomes available, the Academy will offer it to the next applicant on the waiting list in the appropriate ability band. If there are no applicants in that band, we will offer the place to the next applicant in an adjacent band, and so on. If a parent/ carer wishes their child to remain on the waiting list for the following academic year they must reapply at the start of the relevant academic year.

Looked After Children, previously Looked After Children and those allocated a place in accordance with the local authority Fair Access Protocol will take precedence over those on the waiting list.

To remain on the waiting list for the following academic year, an in-year admission application must be submitted.

**In Year Admissions.**

Applicants applying for a place at The Leigh UTC need to apply directly to the Academy. The process regarding children admitted via Fair Access Panel will be in line with Kent Local Authority's published arrangements.