

## **Mulberry UTC 2017-18 Admissions Policy**

Key staff members: Dr K Vincent, Principal  
Adopted: December 2015  
Last reviewed: December 2016  
Next review: December 2017

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### **Introduction**

University Technical College Mulberry (known as 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 representative of all abilities in accordance with the Schools Admissions Code. This is reflected in the stated aims and mission statement of the UTC.

Mulberry UTC (MUTC) provides a pioneering employer-led education. MUTC develops young people as innovators and experts within its specialisms of creative industries, health industries and digital technologies. Learners will leave MUTC industry-ready and equipped to enter higher education. They will be highly desirable employees and/or under-graduates. 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 MUTC 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.

### **Admission numbers**

When Mulberry UTC opens in September 2017, it will admit 60 students in Year 10 and 200 in Y12. 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. The indicative increase in student admissions to 2022 is shown in the table in Appendix A.

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.

## **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 Y11 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 are published in the UTC prospectus and on the UTC website. Some courses have specific requirements above the general expectations for each level of course below:

Level 3 courses: 5+ A\*-C at GCSE with English & maths, or equivalent qualifications

Level 2 courses: 5+ C - E at GCSE with 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.

## **Oversubscription criteria**

### **Year 10**

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

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<sup>1</sup> See page 6

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 the 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 the UTC or Mulberry School for Girls. <sup>6</sup>
5. The remaining places will be randomly allocated to applicants whose home addresses<sup>7</sup> fall into the Catchment Area below:
  - a. a maximum of 60% of remaining places will be given to applicants whose home address<sup>1</sup> is in Catchment Area 1 on the map below;
  - b. a maximum of 20% of remaining places will be given to applicants whose home address<sup>1</sup> 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<sup>1</sup> 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.

### ***Tie Breaker***

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<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 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 Mulberry School for Girls, including the Sixth Form, up to ten years previously (i.e. if a student is applying to start in September 2017, their sibling must have been at the school between September 2007 and July 2016).

<sup>6</sup> Governors of Mulberry School for Girls established Mulberry UTC. The two schools have extensive curriculum, enrichment and operational links.

<sup>7</sup> Home address means the 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.

Should there be a need for a tie breaker for 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.

## 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.

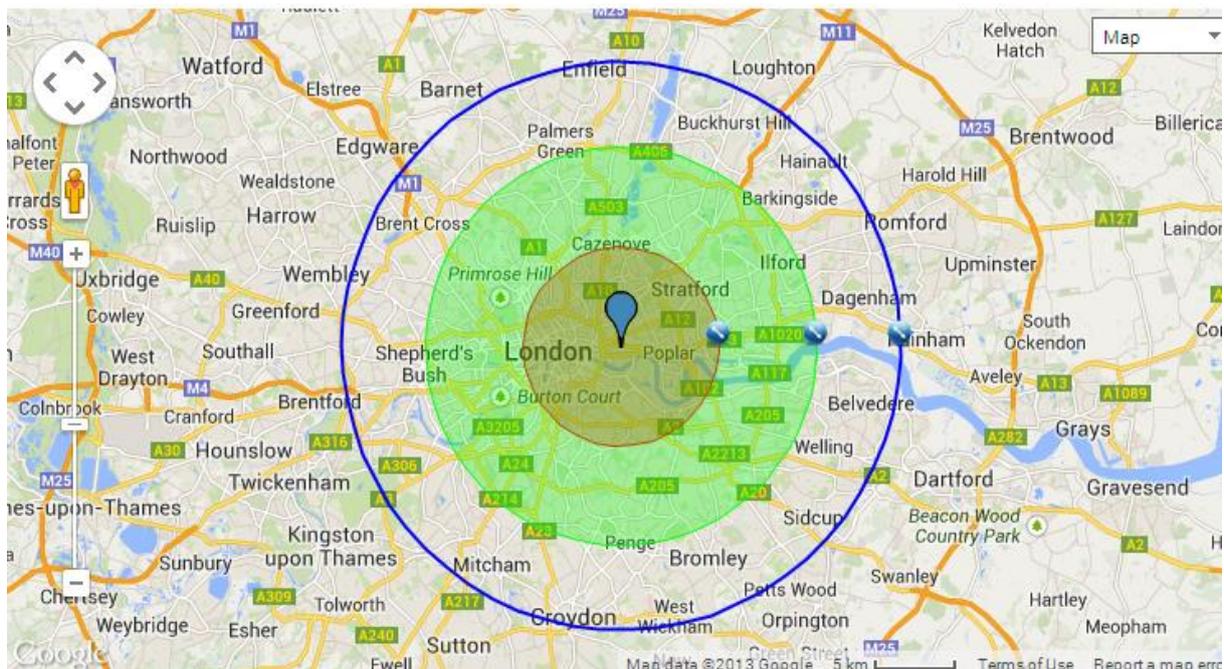
## Mulberry UTC Catchment Area

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.



## **Application Processes**

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

Applications to Year 10 and Year 12 for September 2017 are made to the UTC. Application forms are available from 1 September 2016 to download via the UTC's website ([www.mulberryutc.co.uk/xx](http://www.mulberryutc.co.uk/xx)). Anyone having difficulty accessing this form can obtain a paper copy from Mulberry UTC, c/o Mulberry School for Girls, Richard Street, London E1 2JP. Completed forms should be 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.

Application forms for admission in September 2017 - both Year 10 and Year 12 - must be received by **31 January 2017**.

Offers of places – both Year 10 and Year 12 - will be made by letter by **3 March 2017**. The Year 12 offers will be conditional on meeting the minimum entry requirements. A firm offer will be confirmed by August 31 2017.

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

## **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.

## **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 the 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.

## **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 UTC 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.

### **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 the 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 available on the UTC's website ([www.mulberryutc.co.uk](http://www.mulberryutc.co.uk)). The form should be sent to the Mulberry UTC Appeals Panel at Mulberry UTC, c/o Mulberry School for Girls, Richard St, London E1 2JP.

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.

### **In-year admission arrangements**

Applications for an in-year place at Mulberry UTC are made directly to the UTC. Mulberry UTC 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.

### **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 a change to the published admission number, will be subject to public consultation.

## Appendix A: Planned increase in student admissions to 2022

|                          | Year 1     | Year 2     | Year 3     | Year 4     | Year 5     | Year 6     |
|--------------------------|------------|------------|------------|------------|------------|------------|
|                          | 2017       | 2018       | 2019       | 2020       | 2021       | 2022       |
| Year 10                  | 60         | 80         | 100        | 100        | 100        | 100        |
| (PAN - new UTC entrants) | (60)       | (80)       | (100)      | (100)      | (100)      | (100)      |
| Year 11                  | 0          | 60         | 80         | 100        | 100        | 100        |
| Year 12                  | 200        | 240        | 260        | 310        | 330        | 350        |
| (PAN - new UTC entrants) | (200)      | (240)      | (200)      | (230)      | (230)      | (250)      |
| Year 13                  | 0          | 140        | 180        | 200        | 230        | 250        |
| <b>TOTAL</b>             | <b>260</b> | <b>520</b> | <b>620</b> | <b>710</b> | <b>760</b> | <b>800</b> |

**Note:** The figures in the brackets are the Published Admissions Numbers (PAN), which refer to the number of places available to external applicants.

The Published Admission Number (PAN) is the number of places available to external students.

### Year 10

The Mulberry UTC will have a PAN of 60 for Year 10 in 2017 and 80 in 2018 until it builds to full capacity. From 2019 the planned admissions number for Year 10 will be 100, the maximum number of places available.

### Year 12

The Mulberry UTC will have a PAN for Year 12 of 200 in 2017 and 240 in 2018. In 2019, the PAN will be 200 because 60 Year 11 students will transfer internally to Year 12, making a total number in Year 12 of 260. In 2020, the PAN for Year 12 will be 230 to allow for the internal transfer of 80 Y11 students. By 2021, the PAN for Year 12 will be 230, with an additional 100 places available for internal students. In 2022 and beyond the PAN will be 250. In any year, if fewer Mulberry UTC Year 11 students transfer into Year 12, additional external applicants will be admitted until Year 12 meets its capacity.