



# **ENERGY COAST UTC**

## **ADMISSIONS POLICY**

**2025-2026**

**Approved:** Curriculum and Standards Committee

**Signed:** *P Freeman*

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**Revision History:**

<b>Revision History</b>			
<b>Revision</b>	<b>Date</b>	<b>Owner</b>	<b>Summary of Changes</b>
1	June 2016	LM	Updating
2	September 2016	LM	Update for 2017-2018 admissions cycle
3	April 2017	CT	Updates
4	Jan 2018	CT	<ul style="list-style-type: none"><li>• Correction to stated PAN</li><li>• Clarification gifted and talented criteria</li><li>• Clarification over-subscription criteria</li></ul>
5	Jan 2020	CT	Change to PAN
6	Jan 2021	CT	
7	June 2022	BS/CT	Review in light of Sept 2021 admissions code
8	January 2024	KAW	Review in light of changes to roles within school and changes to the local authority
9	January 2025	KAW	

## **CONTENTS PAGE**

<b>1. Introduction</b>	<b>4</b>
<b>2. Published Admission Number</b>	<b>4</b>
<b>3. Arrangements for admissions into Year 9</b>	<b>5</b>
<b>4. Arrangements for Admission into Year 10</b>	<b>5</b>
<b>4.1 SEND Students</b>	<b>6</b>
<b>4.2 Over-subscription Criteria</b>	<b>8</b>
<b>5. Arrangements for Admissions to Post 16 Provision</b>	<b>8</b>
<b>6. Arrangements for Admitting Applicants to other Year Groups</b>	<b>9</b>
<b>7. Waiting List</b>	<b>9</b>
<b>8. Late Applications</b>	<b>9</b>
<b>9. Reasons to Withdraw Offers of Places</b>	<b>10</b>
<b>10. Appeals</b>	<b>10</b>
<b>11. Monitoring Impact and Review</b>	<b>10</b>
<b>Appendix A Cumberland Community Towns</b>	<b>11</b>

## 1. Introduction

The Educational Vision for the Energy Coast UTC (UTC) is: *‘Empowering our young people and Britain’s Energy Coast through innovative, vocationally – focussed education and training, to achieve high standards and excellence’*

This document sets out the admission arrangements for the UTC reflecting that vision, mission and ethos.

Notwithstanding these arrangements, the Secretary of State may direct the Energy Coast UTC to admit a named student to the UTC on application from a Local Authority.

Energy Coast UTC will take part in any Admissions Forum set up by the Cumberland County Council Local Authority LA) and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA and the local Fair Access Protocol.

The Catchment Area Priority Zones for the UTC is defined as West Cumberland (see map – Appendix A). However, this does not preclude anyone from outside Cumberland making an application. The catchment area reflects a geographical balance of representation across the eleven community towns defined by Cumberland Local Strategic Partnership. Based on a percentage population calculation, the maximum number of places for each town has been identified, detailed within the table at Oversubscription Criteria IV below.

The UTC’s address is: Blackwood Road, Lillyhall, Workington. CA14 4JW.

## 2. The Published Admission Number

Planned Admission Number for Energy Coast UTC				
	2021/22	2022/23	2023/24	2024 →
Year 10	120	120	120	120
Year 12	120	120	120	120

\*From 2021 onwards there may be limited entry into Year 12 in order to ‘top-up’ the year group should the number of Year 11 moving into Year 12 fall below 120 e.g. through students leaving.

From 2017/18 onwards the UTC will accept up to 20 year 9 students who will follow an accelerated programme at the request of their parents on the basis that they are gifted and talented in the range of subjects in which the UTC specialises.

From 2017/18 onwards the Published Admissions Number for the UTC for entry into Year 10 has been 120.

From academic year 2021/22 priority will be given to the UTC Year 11 progressing to Year 12 and therefore the UTC will not admit external applicants into Year 12, unless it is under-subscribed by its own students. In such circumstances it will apply the same academic entry requirements as it does to learners already on roll in the UTC.

These arrangements are for admission of applicants as the UTC builds to its full capacity.

Students will only be admitted above the published pupil admission number if exceptional circumstances apply or as part of Cumberland's in-year Fair Access protocol.

### **Admission into the UTC**

The Energy Coast UTC Trust will be open to a wide range of students in the year of entry in line with its declared vision and ethos, and to ensure that the UTC serves the Cumberland catchment area.

3. Applications for Years 10 and 12 will be accepted until December 31<sup>st</sup> of the year previous to the admission year, Applications will be accepted after this date if the number of admissions does not meet PAN at December 31<sup>st</sup>.

### **Arrangements for Admission into Year 9**

Admittance to the UTC for Year 9 students will be at the request of their parents, on the grounds that they are gifted and talented in the subjects in which the UTC specialises. Students who can demonstrate that they are gifted and talented either in engineering or academically and who are mature enough to cope with the demands of the UTC may be offered a place. This means that prospective Year 9 students will be asked to attend the UTC for a conversation, to ensure they have the maturity, interest and ability to cope with the accelerated course. For students who meet the gifted and talented criteria, a maximum of 20 places will be available.

Students will be asked to provide copies of their last school report and will also sit a cognitive ability test (CAT).

For SEND students please see point 4.1.

## **4. Arrangements for Admission into Year 10**

### **4.1 SEND Students**

All students with statements of Special Educational Needs or Education, Health and Care Plans where the Energy Coast UTC is the nominated school on the statement will be admitted.

The UTC will consider all applications for places and where fewer than the Published Admission Number for Year 10 are received, an offer of a place will be made to all Year 9 applicants (although exceptions will be made where an applicant has previously been permanently excluded twice from any schools or learning organisations and the date of the last permanent exclusion is within two years of the application closing date).

### **4.2 Over-subscription Criteria**

In the circumstances that the UTC is over-subscribed; i.e. the number of applications is greater than the Published Admissions Number, the following criteria in rank order will be used to allocate places:

- i. Applicants who are, or who have previously been, in public care, including those children who appear to have been adopted from state care outside England.
- ii. Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to child arrangements order or special guardianship order.
- iii. Applicants whose siblings already attend the UTC and continue to do so on the date of admission. Sibling is defined in these arrangements as children who live as brother or sister in the same house and within the College's catchment area, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
- iv. Applicants whose parents/carers have been employed directly by the UTC for two or more years, or where the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage. This is an incentive measure to ensure the recruitment and retention of high-quality staff.
- v. Applicants residing (using the home address registered with their Doctor) in the eleven community town areas defined by Cumberland LSP using each of the community town areas of the catchment area, which are all within Cumberland County Council area, (see Appendix A West Cumberland Community Towns) in the percentages set out below. Places will be filled through independently verified random selection of all applicants residing in each community town area:

NB: Random allocation means that the UTC will not select Year 10 students on the basis of their ability.

Community Town	U16's in Locality as a % of Cumberland U16's <i>source ONS 2007</i>	Maximum Number of Places in relation to Year 10 steady state.
Aspatria	3.90%	5
Cleator Moor	7.91%	10
Cockermouth	9.22%	11
Copeland Rural	8.33%	10
Egremont	7.50%	9
Keswick	3.46%	4
Maryport	9.58%	11
Silloth	2.97%	4
Whitehaven	19.51%	23
Wigton	8.23%	10
Workington	18.92%	23
<b>Totals</b>	<b>100%</b>	<b>120</b>

*If places remain unfilled from any of the eleven community town areas, they will be re-distributed proportionately to the over-subscribed community town areas, using random selection.*

Students residing outside the Catchment Area Priority Zones with priority being given to those living nearest to the UTC as measured in a straight line from the applicant's home address to the front gates of the UTC using the Local Authority's computerised measuring system. This criterion will not come into operation until all applicants who live in the priority zones have been offered places. If the UTC is unable to distinguish between applicants on the basis of distance, then random selection will be used to allocate the available places.

**Tie-break** - 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 to determine which applicant is offered a place.

Applications from sets of twins or other children from multiple births will be considered together as one application, the one decision impacting on all the children concerned.

Unsuccessful applicants will have a right of appeal to an independent admission appeals panel, (see Appeals Section)

## **5. Arrangements for Admissions to Post 16 Provision**

All applicants with statements of Special Educational Needs or Education, Health and Care Plans where the UTC is named on the statement who meet the minimum academic entry requirements will be admitted.

The UTC will consider all applications for places and where fewer than the Published Admission Number for Year 12 an offer of a place will be made to all applicants who meet the minimum academic entry requirements (although exceptions will be made where an applicant has previously been permanently excluded twice from any schools or learning organisations and the date of the last permanent exclusion is within two years of the application closing date or where the student has been excluded from the UTC).

Priority will be given to applicants who meet the minimum academic entry requirements (for academic entry criteria, see below) and who are, or who have previously been, in public care continuously for at least 6 months.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.

For admission into Year 12, the UTC will publish its criteria for entry to individual courses based on prior attainment; e.g. GCSE (and other) grades, via the Prospectus and online. The UTC will apply the same academic entry criteria to both internal and external students/applicants, who will be expected to meet the programme specific requirements set out in the UTC's Prospectus. The College reserves the right to offer entry to students based on their individual merits and providing the College has the capacity to deliver an appropriate range of courses.

The **entry requirements** for students to gain entry into Year 12 for Level 2/3 courses will be decided on an individual basis. We offer GCSE resits in English and maths.

For external applicants meeting the minimum academic entry requirements, if a tie-break is necessary to determine who is admitted, the UTC will apply a random allocation process which will be independently overseen. There will be a right of appeal to an Independent Admission Appeals Panel for unsuccessful internal and external applicants (see Appeals Section).

## **6. Arrangements for admitting applicants to other year groups, including to replace any students who have left the UTC**

Where a place becomes available within another year group, for example should a Year 11 or Year 13 student leave, the UTC may admit additional students using the over-subscription criteria above, only if it is practicable and in the interests of the student(s) to do so. In-year applications should be made directly to the UTC at the address given in the introduction above.

## **7. Waiting List**

Operation of Waiting Lists:

- Subject to any provisions regarding waiting lists in Cumberland County Council's co-ordinated admission scheme, the UTC will operate a waiting list.
- Where, in any year, the UTC receives more applications for places than there are places available, a waiting list will operate until the end of the Autumn term; i.e. the Christmas break.
- The waiting list will be maintained by the UTC and it will be open to any parent/carer to ask for their applicant's name to be placed on the waiting list following an unsuccessful application.
- An applicant's position on the waiting list will be determined solely in accordance with the over-subscription criteria set out above.
- Where places become vacant they will be allocated to applicants on the waiting list in accordance with the oversubscription criteria.
- Should an applicant join the waiting list with higher priority under the over-subscription criteria than others already on the list, they should be ranked appropriately, without reference to when they were placed on the waiting list.
- Placing an applicant's name on the waiting list does not affect the parent/carer's right of appeal against an unsuccessful application.

## **8. Late Applications**

If over-subscribed applications are received after the closing date (31<sup>st</sup> December of the year previous to the admission year) they will only be considered alongside those applicants who have applied on time if an application is received before the allocation of places has occurred. In the case of over-subscription the procedure outlined in section 4.2 will apply. A late application will not affect the right of appeal or the right to be placed on the waiting list.

Where places are available mid-term applicants will be considered on a single case by case basis by either the Head of School or Vice Principal in line with Cumberland's in year Fair Access Protocol – as appropriate.

## **9. Reasons to Withdraw Offers of Places**

In line with guidance as provided by the Department for Education the UTC may withdraw offers of places if:

- The applicant has been permanently excluded from two or more schools and the latest exclusion took place within the last two years.
- The applicant was offered the place on the basis of a fraudulent or intentionally misleading application from a parent (for example, a false claim to residence in a catchment area) which effectively denied a place to a child with a stronger claim or where a place was offered by the local authority.
- The applicant was offered a place in error.
- If attending The UTC will be a breach of any pending legal or civil action e.g. any bail requirements or court orders which may be in place.
- The parent has not responded within a reasonable period of time.

## **10. The Appeals Process**

If any year 10 or 12 child is refused a place at the UTC, or has their offer of a place withdrawn, their parent(s) / carer(s) will be made aware of their right to appeal. Information about their right to appeal will be sent to unsuccessful applicants at the time their application is refused.

There will be a right of appeal to an Independent Appeals Panel for applicants refused admission to Post-16.

There will also be a right of appeal to an Independent Appeals Panel for internal students refused transfer to Post-16 provision.

The UTC will co-ordinate the appeals process and those wishing to appeal should set out their grounds for appeals in writing to the Chair of Governors, at the address given in Section 1 above, within 20 school days of receiving the refusal notification.

The decision of the Independent Appeals Panel will be final.

## **11. Monitoring Impact and Review**

This policy will be reviewed annually and any changes will be consulted upon. The arrangements will be consulted upon at least every 7 years.

# Appendix A Cumberland Community Towns

