

## ADMISSIONS POLICY Admissions 2024

### REQUIREMENTS FOR THE ADMISSION OF PUPILS TO LIVERPOOL LIFE SCIENCES UTC FOR SEPTEMBER 2024

#### INFORMATION ABOUT LIVERPOOL LIFE SCIENCES UTC (UTC)

Principal: Mrs Jillian Davies

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Admission Number: 200 (Year 10); 109 (Year 12)

#### PROCEDURE FOR ADMITTING PUPILS TO THE UTC

##### Admission Numbers

1. The UTC has the following agreed admission numbers for the year 2024/25 and, subject to any changes approved or required by the Secretary of State, for subsequent years:
  - KS4 capacity - 400 students
  - KS5 (sixth form) - 400 students

200 places overall will be available in Year 12 (the year 12 “capacity”) including for its own students progressing from year 11. A minimum number of 109 places will be available for external candidates. In such circumstances, it will apply the same academic entry requirements as it does to students already on roll in the UTC and, if a tie-break is necessary to determine who is admitted, it will apply oversubscription criteria in paragraph 8.

##### Process for application.

2. Arrangements for applications for places at the UTC will be made directly to the UTC.

Information on applications for places at the UTC will be communicated to the Local Authority to support coordination of school place allocation.

The UTC will provide information to the Local Authorities for sign posting to enable parents to view the determined arrangements.

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The UTC will publish in its prospectus and on its website information about arrangements for admissions for the following September (e.g. In September 2023 for admission in September 2024). This will include details of open evenings and other opportunities for prospective students and their parents to visit the school.

- Northern Schools Trust will consider all applications for places at the UTC. Where fewer than the published admission number(s) for the relevant year groups are received, Northern Schools Trust will offer places at the UTC to all those who have applied.

### Consideration of Applications

#### Admission arrangements for 14-16 provision

The UTC will allocate places on the 1st March 2024. If places remain available, an additional admission round will run to allocate remaining places on the 30th June, e.g. if 175 places are allocated on 1st March then 25 places remain available.

Should the UTC receive more applications than there are places available for allocation on the 1st March 2024, then the oversubscription criteria in section 8 will be applied.

There will be a further round of applications and these will be allocated on the 30th June, i.e. whatever number of places are still available then applications from 1st March to 30th June are considered on the 30th June for allocation at that time.

Should the UTC receive more completed applications than there are places available for allocation on the 1st March 2024, then any further applications will be placed on a Waiting List in date order and processed.

Should the UTC be full after allocation of places on the 30th June, then any further applications will be placed on a Waiting List.

- The Home Address is considered to be the child's along with their parental main and genuine principal place of residence at the time of allocation of places, i.e. where they are normally and regularly living (and as registered with the child's GP). Where parents have shared responsibility for a child and the child lives with both parents for part of the school week, the address that is registered with the child's GP will be deemed to be the principal place of residence.
- If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends' or relatives' address will not be considered for allocation purposes.

#### Admission arrangements for post 16 provision

- For KS5, the UTC will publish specific criteria in relation to minimum academic course entrance requirements for admission or transfer to the UTC's Sixth Form. Both internal and external candidates wishing to enter the Sixth Form will be expected to have met the minimum course entry requirements.

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If either internal or external candidates fail to meet the minimum course entry requirements they will be given the option of pursuing an alternative course for which they do meet the minimum academic course entry requirements at the UTC.

Admission is to the Sixth Form and not a guarantee of a particular course of study.

If the Sixth Form is undersubscribed all applicants meeting the minimum academic course requirements may be admitted.

7. The first deadline for applications will be the 31st October in any year.

**Procedures where the UTC is oversubscribed and the student meets the minimum academic requirements for the course offered**

8. Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of pupils with statements of Special Educational Needs (or Education Health and Care Plans) where the UTC is named on the statement (or Plan), the criteria will be applied in the order which they are set out below:

- a. Children in Public Care or Previously Looked After Children as defined under the School Admissions Code.
- b. Siblings of children already pupils in the school who will still be attending the school at the time of the start of the course for which the application is being made
- c. Children residing within the six local authorities that make up the Liverpool City Region (Liverpool, Sefton, Halton, St Helens, Wirral and Knowsley) will be allocated in order of completed application date.
- d. Children living outside these six local authorities will be allocated by distance with those living closer given preference, as measured in a straight line from the applicant’s permanent Home Address to the front door of the UTC using the local authority’s computerised measuring system.

**Late Applications**

9. Applications received after the closing date will only be considered alongside those applicants who have applied on time if places have not been allocated or there are exceptional reasons for the late application, i.e. a major change of circumstance. A late application will not affect the right of appeal to be placed on the Waiting List. If the UTC is

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not full from the first round of applications, a second round of applications will be taken running up until 28<sup>th</sup> February each year. If necessary a third round will run up until the 30<sup>th</sup> June each year.

10. A late application will not affect the right of appeal.

### Operation of Waiting Lists

11. 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 first term of the school year (i.e. 31<sup>st</sup> December 2024). This will be maintained by the UTC and it will be open to any parent to ask for his or her child's name to be placed on the list following an unsuccessful application.

12. A student's position on the Waiting List will be determined solely in accordance with the oversubscription criteria set out above. Where a place becomes vacant, it will be allocated to children on the Waiting List in accordance with the oversubscription criteria. Where a new unsuccessful applicant is added to the year 10 Waiting List, all applicants on the Waiting List will be allocated in order of application date.

### Arrangements for admitting pupils to other year groups, including to replace any pupils who have left the UTC

13. The UTC will participate in Liverpool Local Authority's in-year Fair Access Protocol.

14. Parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Such requests should be discussed with the Principal as early as possible in the admissions round to allow the UTC sufficient time to make a decision regarding the request before the closing date for applications.

15. Subject to any provisions in the Local Authority's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the UTC will consider all such applications in accordance with paragraphs 2.17, 2.17A and 2.17B of the Admissions Code and Department for Education Guidance. Decisions to admit a pupil outside their normal age group will be based on the circumstances of each case and based on what is in the best interests of the child concerned. We may request supporting professional evidence to assist in the decision-making. 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 our ability to make an informed decision.

16. If more applications are received than there are places available, the oversubscription criteria in paragraph 8, shall apply.

17. All decisions will be made in the best interests of the child and on a case by case basis.

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## Appeals

16. The UTC will act in accordance with, and will ensure that an Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admissions Appeals Code published by the Department for Education (“the Codes”), as they apply at any given time to academies; and with equalities law and the law on admissions as they apply to academies. For this purpose, reference in the Codes or legislation to “admission authorities” shall be deemed to be references to the governing body of the UTC.

Parents may submit an appeal to the independent appeal panel for unsuccessful applications. At KS5 both the parent and pupil have a separate right of appeal.

## Children with Special Educational Needs

17. Where a local education authority proposes to name the UTC in an Education, Health and Care Plan (EHCP), the UTC shall consent to being named, except where admitting the child would be incompatible with the provision of efficient education for other children; and, where no reasonable steps may be made to secure compatibility in deciding whether a child’s inclusion would be incompatible with the efficient education of other children, the UTC shall have regard to the relevant guidance issued by the Secretary of State to maintained schools.
18. In the event of any disagreement between the UTC and the Local Authority over the proposed naming of the UTC in an EHCP, the UTC may ask the Secretary of State to determine whether the UTC should be named. The Secretary of State’s determination, subject only to any right of appeal which any parent or guardian of the child may have to the Special Education Needs and Disability Tribunal (SENDIST), will be final.
19. If a parent or guardian of a child in respect of whom a statement (or EHCP) is maintained by the local education authority appeals to SENDIST either against or for naming the UTC in the child’s Special Educational Needs (SEN) statement, then the decision of the Tribunal on any such appeal shall be binding and shall, if different from the Secretary of State, be substituted for the Secretary of State’s decision.
20. Where the UTC has consented to be named on a child’s statement of SEN (or EHCP), or the Secretary of State or SENDIST have determined that it should be named, the UTC shall admit the child.

## Withdrawal of an Offer

21. The UTC may withdraw an offer where it has been offered in error, has been made on the basis of a fraudulent or intentionally misleading application, or a parent has not responded to an offer of a place within a reasonable period of time.

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## Definitions

“Looked After Children” means children in the care of the local authority and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

“Children with exceptional Medical or Social Need” means that the child’s welfare would be best served if they attended the school. Parents would need to provide evidence in the form of a letter or report from a social worker or other professional in the area of children’s welfare to support their case. They would have to establish that the school was the best/only school to service their child’s needs.

“Siblings” means brothers and sisters and includes foster brothers or sisters, half brothers or sisters and step-brothers or sisters living at the same address and as a family unit.

“Distance to the UTC” is measured by straight line distance from the child’s permanent Home Address (including flats and apartments) to the main entrance to the school in Greenland Street. Direct distance routine calculates the straight-line distance between the child’s permanent home address coordinates and the school address coordinates by using the mathematical routine Pythagoras Theorem based on the Local Land and Property Gazetteer data and national grid coordinates for the school and the permanent home address.

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