

**UTC Leeds**

**Admissions Policy 2027-2028**

<b>Responsible Person/Author:</b>	Chief Operating Officer
<b>Ratifying Committee(s)</b>	Trust Board
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### Section 1: Description and overall approach

UTC Leeds is a government funded school for young people aged 14 to 19 who have an interest in science, mathematics, computing, and engineering. Students learn through academic study, technical programmes, and practical projects. UTC Leeds serves the Leeds City Region. The Leeds City Region is defined as the local authority areas of Barnsley, Bradford, Calderdale, Craven, Harrogate, Kirklees, Leeds, Selby, Wakefield, and York. Distance from the campus does not affect applications. The policy follows the School Admissions Code and the School Admission Appeals Code.

### Section 2: Application Process

UTC Leeds manages its own admissions. Applications for Year 10 and Year 12 must be made by 31 January 2027. Offers will be sent by 1 March 2027. UTC Leeds takes part in the Fair Access Protocol.

Copies of the application form are available from the Admissions Team at UTC Leeds ([admissions@utcleeds.co.uk](mailto:admissions@utcleeds.co.uk)) or online at [www.utcleeds.co.uk](http://www.utcleeds.co.uk)

All schools must take part in the Fair Access Protocol. This is a legal requirement and applies to all Leeds schools. The protocol operates outside of the Admissions Policy.

It applies to in year applications and only to children who do not currently have a school place. The aim is to make sure vulnerable children are offered a suitable place quickly. It also ensures that no school is asked to take a disproportionate number of vulnerable children.

### Section 3 Published Admissions Number

#### Year 10

The Published Admissions Number for Year 10 in September 2027 is 150. All applicants will be admitted if fewer than 150 applications are received.

## Year 12

The Published Admissions Number for Year 12 in September 2027 is 150. Up to 70 may be external applicants. When fewer than 150 of the school's own Year 11 students stay on, external applicants will be admitted until the total reaches 150, subject to entry requirements.

## Section 4: Special Educational Needs

Children with an Education and Health Care Plan which names UTC Leeds will be offered a place.

## Section 5: Oversubscription Criteria – Year 10

If more applications are received than places available, the following criteria will apply after admitting children with an Education, Health and Care plan that names UTC Leeds. The oversubscription criteria will be:

### Priority 1

#### **Looked-after children or children who were previously Looked-after.**

A looked after child is a child who is in the care of a local authority or is being provided with accommodation by a local authority's social services (Children Act 1989 Section 22(1)).

A previously looked after child is any child who was previously looked after but left care through adoption, a Special Guardianship Order, or a Child Arrangements Order, or any child who was in state care outside England before being adopted.

You must submit evidence of previously looked after status with your application. This includes the court order and evidence of being in local authority or state care outside England.

### Priority 2

For applications for entry in September 2027, children with brothers or sisters who currently attend UTC Leeds and are living at the same address. For these purposes, brothers and sisters must be living at the same address as your child. Siblings refers to brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, foster brother or sister. The definition does not include cousins or other family members sharing a house.

### Priority 3

The 'catchment area' for the Leeds UTC is the Leeds City Region. Allocations follow the defined postcode areas and percentage splits. If a sub catchment area is oversubscribed, places will be allocated through a random allocation overseen by an independent panel. Definitions of sub-catchment areas by postcode are provided in Appendix 1.

For September 2027, the initial 'sub-catchment' split for entry into Year 10 will be:

<u>Sub-Catchment Area</u>	<u>% of Places</u>	<u>Number of Places</u>
Leeds Northwest	13%	21
Leeds Northeast	11%	16
Leeds East	17.5%	26
Leeds West	11%	16
Leeds South	17.5%	26
Rest of Leeds City Region*	30%	45
Total	100%	150

When Year 10 is over-subscribed as a whole, where there is an odd number of places to be allocated a random allocation (lottery) process will be applied in each sub-catchment area that is over-subscribed, and these lotteries will determine the allocation of places within each over-subscribed area under Priority 3. (Note: the names of children allocated under Priorities 1 and 2 will not be required to be submitted to these lotteries as their places will already have been allocated.)

All random allocation processes (lotteries) will be overseen by an independent panel of three people.

The distribution of numbers of places to sub-catchment areas will be reviewed on an annual basis.

#### Priority 4

Applications from outside of the Leeds City Region

#### Section 6: Applications for post-16 provision

Applicants must meet minimum entry requirements. Students must have five GCSEs at grade 4 or above, including mathematics and two sciences, and either English Language or English Literature. Students in Year 12 must continue mathematics at an appropriate level. All details are published annually in the post 16 prospectus.

#### Section 7: Tie Break

If two or more applications cannot be separated, a random allocation process will be used. An independent panel will oversee the process.

## Section 8: Late and in-year applications

Late applications are considered after those received on time.

UTC Leeds manages its own in year admissions. Parents apply directly to the school. If a place becomes available, it will be offered to the next applicant who meets the oversubscription criteria.

All refusals carry a right to appeal.

## Section 9: Which address to use

Parents must use the child's permanent address. This is where the child normally lives with a parent or carer. Using any other address is considered a misleading application. If a false or misleading address is used, the place may be withdrawn.

## Section 10: Shared care

Only one address can be used.

If the child lives in two homes for equal time, both parents must agree which address to use. If two conflicting applications are received, both will be placed on hold until all adults with responsibility confirm one address in writing or a Court Order states who should apply.

## Section 11: Waiting Lists

All unsuccessful applicants will be placed on a waiting list until 31 December of the admission year. The list follows the oversubscription criteria.

## Section 12: Appeals

Parents who are refused a place can appeal to an independent appeal panel. Appeals follow the School Admission Appeals Code. Appeal guidance is available at:  
[www.leeds.gov.uk/schoolappeals](http://www.leeds.gov.uk/schoolappeals).

## Admissions Policy for **UTC Leeds**

### Appendix 1

#### Definitions of sub-catchment areas by postcode

The sub-catchment areas identified within Sections 5 and 6 are defined to apply to addresses with the following postcode prefixes:

Sub-catchment area	Qualifying postcodes
Leeds Northwest	LS2 9, LS3-6, LS7 1, LS7 9, LS16 0-7, LS16 9, LS18-21, LS29.
Leeds Northeast	LS7 2-4, LS8 1-2, LS15 4, LS16 8, LS17, LS22-24, LS25 3.
Leeds East	LS8 3-9, LS9, LS14, LS15 0, LS15 5-9, LS25 1-2, LS25 4-7, LS26 1, LS26 9, WF10 2.
Leeds West	BD3 7-8, BD4 0, BD4 8, BD10 0, LS12-13, LS28, LS99 3.
Leeds South	BD1 1, BD11 1, LS1, LS2 3-8, LS10, LS11, LS25 0, LS26 0, LS26 8, LS27, LS88, LS98, LS99 2, LS99 8, WF2 0, WF3 1-3, WF12 7, W F 17 0.
Rest of Leeds City Region*	All other postcodes applying within the defined area*.