



# Admissions Policy for Secondary Schools within The Mulberry Schools Trust

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**Version Control**

Version	Reviewed	Changes since last version
1	Existing	<ul style="list-style-type: none"> <li>• Upon Conversion of the Trust agreed to adopt London Borough of Tower Hamlets Policy</li> </ul>
2	March 2021	<ul style="list-style-type: none"> <li>• No changes, part of an annual review</li> </ul>
3	March 2022	<ul style="list-style-type: none"> <li>• Mulberry Stepney Green Maths, Computing and Science College is now included in the policy</li> </ul>



This policy has been adopted by the Mulberry Schools Trust from the Tower Hamlets 'Determined Admissions Policy for Community Secondary Schools 2022/2023' and will be applied to Mulberry School for Girls, Mulberry Academy Shoreditch and Mulberry Stepney Green Maths, Computing and Science College.

Tower Hamlets Council has consulted on behalf of the Mulberry Schools Trust. For further information on the consultation, please contact the Director of Governance and Development at the Mulberry Schools Trust.

## SECTION ONE: ADMISSION TO MULBERRY SCHOOL FOR GIRLS, MULBERRY STEPNEY GREEN MATHS, COMPUTING AND SCIENCE COLLEGE AND MULBERRY ACADEMY SHOREDITCH

### 1. Foreword

1.1 Tower Hamlets Local Authority seeks to operate an admissions system that provides equal and fair opportunities to all applicants. This includes having due regard to children living in areas where there are limited options in applying for a local school place.

1.2 The Local Authority's community school admissions policy has been determined following an extensive public consultation and approval by the Council's Cabinet of elected members. It is reviewed annually by the School Admission Forum, with representation from all key stakeholders including parents, headteachers, school governors, diocesan bodies and community organisations.

### 2. Children with Education, Health and Care Plans

2.1 Children with an Education, Health and Care Plan naming the school applied to, must be placed before all other applicants. The place will be provided in the appropriate band (**See note 1**). This process is separate from the standard admission arrangements set out below.

### 3. Oversubscription Criteria

3.1 A quarter of the total places available at these schools are allocated to each of four bands (**see 'Banding' below**). If any of these are oversubscribed in any band, the admission criteria below will be used (in descending order of priority) to allocate places:

- 1) Children looked after by the local authority, previously looked after children who have left care under a special arrangements (residence) or special guardianship order, or those adopted from local authority care (**See note 2**).

- 2) Children who have a strong medical or social reason to attend the school applied to. This can include the parents', carers' or other family members' medical conditions and the family's social needs. Parents must complete the relevant section on the application form and attach medical and/or social reports from a suitable professional (e.g. a doctor or social worker) to support the application. **(See note 3).**
- 3) Children living nearest the school who are the first born of their sex in the case of a single sex school, or the eldest child in the case of a mixed school. The number of children admitted under this category will reflect 25% of the intake of the school in each band.
- 4) Children who have a brother or sister at the school at the time of admission. **(See note 4).**
- 5) Children whose parent is a member of staff who has been employed within the Trust for two or more years at the time of application and/or children of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage. **(See note 5).**
- 6) Children who live nearest to the school by the shortest walking route. **(See note 6).**

**3.2** In categories 3, 4 and 6 above, a higher priority will be given to pupils who live in the priority geographical areas of South Wapping or West Bethnal Green applying to one of the designated schools. **(See 'Priority Areas' below).**

**3.3 Note 1:** Parents of children with an Education, Health and Care Plan (EHCP) should note that Tower Hamlets LA seeks to ensure that pupils with EHCPs do not, at secondary transfer time, become unduly concentrated in a few schools. Experience indicates that this can compromise the efficient education of children and the efficient use of resources. This means that if any particular school receives a large number of applications for pupils with EHCPs, some of these may be refused. All applications for pupils with EHCPs will be considered by the Special Educational Needs Panel.

**Note 2:** Confirmation of a child's looked after status will be required.

**Note 3:** Applications under this category are considered by the Primary to Secondary Transfer Committee, comprising a Headteacher, a senior member of the Attendance and Welfare Service and a medical professional. The Committee will decide whether the application should be given priority under this category.

**Note 4:** Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner. In every case, the child should be living in the same family unit at the same address. The address used should be the one that the child usually lives at and attends school from.

**Note 5:** Priority will be limited to three places in each year. The staff applicant must complete the relevant section on the application form and attach documentation supporting admission on these grounds. It is the staff applicant's sole responsibility to provide this information. Without the provision of the relevant documents, the child will not be considered on these grounds.

**Note 6:** Home to school distances will be measured by the shortest walking route from the home address to the nearest available pupil entrance in constant use to the school, using a computerised digitised map.

#### 4. Banding

**4.1** Tower Hamlets has a policy of banding to try to ensure that its schools take in an even balance of pupils in different ability ranges. All Tower Hamlets community schools as well as Central Foundation, George Green's, Green Spring Academy, London Enterprise Academy, Mulberry, Sir John Cass, St Paul's Way Trust and Stepney Green schools use banding.

**4.2** The band for a pupil attending a Tower Hamlets primary school is determined from the National Foundation for Education Research (NFER) Test for reading and mathematics taken in the summer term of year 5. The results of the tests are used to place a child in one of four bands Band A,B, C and D. D is the highest scoring band

**4.3** For pupils applying from primary schools outside of Tower Hamlets we determine the band by asking the primary school for a teacher assessment.

#### 5. Priority areas

**5.1** The south Wapping priority area is the area south of Cable Street and Royal Mint Street, west of Butcher Row, north of the Thames and east of Mansell Street and Tower Bridge Approach. Children living in this area will have priority for admission to the designated schools, which are Mulberry and Stepney Green.

**5.2** The west Bethnal Green priority area is the area south of Quaker Street, west of Brick Lane, north of Whitechapel High Street and east of Middlesex Street. Children living in this area will have priority for admission to the designated school, which is Swanlea.

## **6. Exceptional Medical or Social Reasons**

**6.1** Where there is a very strong medical or social reason for attending a particular school priority may be given for admission. Parents must complete the relevant section on the transfer form and attach medical and/or social reports signed by a doctor or social worker to the form. These reports must be received by the closing date on 31<sup>st</sup> October 2019. The application will be considered by the Primary / Secondary Transfer Committee.

## **7. Confirmation of Address**

**7.1** Parents must provide acceptable independent proof of their child's address. They must make sure that the application form they complete is accurate and to contact Pupil Services or tell their child's headteacher if there are relevant changes after it is submitted. Places may be withdrawn if false information is entered on the application form. Parents who do not provide evidence of their child's address as requested, or provide conflicting or inconclusive information, may have the place withdrawn, even if it has already been accepted. When parents live separately, the address used should be the one that their child usually lives at and attends school from. If a child lives equally with both parents at different addresses, it is the parents' responsibility to make this clear on the application form. Parents may be asked to provide acceptable proof.

## **8. Siblings in the same year group transferring**

**8.1** Where two or more siblings are in the same year group (e.g. twins), and it is the parent's wish that the siblings should attend the same school, if one sibling can be offered a place at a school, the other will automatically be offered so as not to separate them.

## **9. Applying for a Place**

**9.1** How to apply for a secondary school is set out in the 'Ready for the Secondary School in Tower Hamlets' booklet. Applications are then co-ordinated for Tower Hamlets area in accordance with the Authority's published scheme. The scheme can be viewed on the following website within the school admissions section: <http://www.towerhamlets.gov.uk>

**9.2** The closing date for applications is 31<sup>st</sup> October 2019 and the date on which families are sent notification of the outcome is 1<sup>st</sup> March 2020.

## **10. Late Applications**

**10.1** Applications received after the 31<sup>st</sup> October 2019 closing date will be treated as late applications unless there is evidence to show that the application or amendment could not reasonably have been made on time. A new preference or change in the order of preferences will not be accepted after the closing date unless the circumstances are deemed to be exceptional. Late applications will be given in lower priority and will be dealt with after all in time applications in the first round of offers on 1<sup>st</sup> March 2020. Where a school is oversubscribed late applications will be refused and placed on the waiting list in accordance with the admission criteria.

## **11. Changing Preferences**

**11.1** Parents and carers may not change their preferences unless there is exceptional and genuine reasons for doing so, for example, change of address. Requests to change preferences must be made in writing giving the full reasons.

## 12. Waiting Lists

**12.1** The Pupil Services Team at Tower Hamlets will hold the waiting lists for Tower Hamlets community schools and schools that use the council's admission policy. Until September 2020, the waiting lists for each band will be kept in the following descending order of priority:

1. Children with a brother or sister in the school at the time of admission
2. Children living nearest the school

If a vacancy arises, it will be offered to the first applicant on the waiting list for that band. If a school cannot fill all the places available in a particular band, places will be filled by applicants from adjoining bands.

From September – December 2020, the waiting lists are combined into one list, disregarding the bands. The order of priority for the waiting list will then be:

1. Children looked after by the local authority, previously looked after children who left care under a residence or special guardianship order, or those adopted from local authority care.
2. Children without a school place.
3. Children with a brother or sister in the school.
4. Children living nearest the school.

Proximity to school will determine priority where there are competing claims to a place.

If parents wish for their child remain on the Year 7 waiting list after December, they must complete an In-Year Transfer form, which is available from the Pupil Services Team. Please note that transfers take place at the beginning of each term. The timetable is included in the guidance notes that accompany the In-Year Transfer form and can also be viewed on the Tower Hamlets website.

[www.towerhamlets.gov.uk/schooladmissions](http://www.towerhamlets.gov.uk/schooladmissions)





The map above only applies to Mulberry School for Girls as priority is given to students from South Wapping due to Mulberry being the only secondary school in that area.

## SECTION TWO: COURSE OFFER AND ADMISSION TO POST-16 STUDENT AT SCHOOLS IN THE MULBERRY SCHOOLS TRUST (EXCEPT MULBERRY UTC)

### Rationale

The Mulberry Schools Trust has an inclusive philosophy for sixth form study within its schools. The Trust is committed to supporting pupils to continue their education at post-16 wherever possible. This is to ensure that all pupils within the Trust have the best possible opportunities for future economic, social and family well-being. Together with Mulberry UTC, the 11 – 18 schools in the Mulberry Schools Trust collectively provide an academic and technical education at post-16 that aspires to be the best in the country.

Each school has its own ethos and identity for their sixth form. Many of the principles and values at post-16 are shared between all the schools. However, the Trust believes in the strength of a tailored provision for each school, uniquely created for that school's community and so the character of provision differs between schools. For example, Mulberry School for Girls offers an education tailored to the needs of women as leaders and scholars, very much reflecting the history of women's liberation for which the school's area is famous. Mulberry Academy Shoreditch draws upon academic strengths related to professions in the City of London, the technical and business prowess of TechCity in Old Street and the artisan entrepreneurship of Columbia Road, Shoreditch, Spitalfields and Brick Lane. Mulberry UTC is focused on a 'gold standard' technical education that competes in the health and creative industries at the highest level.

The UTC has a separate admissions policy, contained in Section 3. Other sixth form centres at schools in the Trust admit pupils to study in accordance with the number of places available and the suitability of qualification for the desired course of study, as set out below.

### Important Principles Underpinning Course Offer and Admission to Post-16 Study at Schools Within the Mulberry Schools Trust

**1. Inclusion:** Pupils of all abilities have the opportunity to take a course of study appropriate to their needs at post-16. Courses are offered within the Trust at every level from Entry Level to Level 3. This means that pupils of any ability should be able to find a course of study that challenges them and that enables them to flourish. Schools are not selective by ability in Years 7 - 11. However, at post-16, there are limited places available for each level of study and so there are stated entry criteria for each level of course. The Trust also considers the needs of disabled pupils, pupils with statements and looked after pupils as a priority.

**2. Mulberry School for Girls is a single sex provider of education for young women:** At Mulberry School for Girls, we think that young women are advantaged by the opportunity to continue their study in an environment where approaches to learning and personal development are tailored to the needs of girls and young women. There will be many opportunities to participate in educational projects with young men outside of formal curriculum time for those that wish to do so. For example, there are debate competitions, conferences, engineering projects, young enterprise projects and so on which involve young women and men learning to compete in teams on a specific piece of supervised work. This is beneficial for young women and encourages the development of confidence, communication skills and the ability to develop professional relations within mixed gender settings. Mulberry School for Girls is not a haven away from mixed gender settings. Young women should be equipped with the skills to deal with mixed gender working and community environments.

**3. Schools within the Trust prioritise applications from their own pupils to their post-16 provision:** Mulberry School for Girls, Mulberry Academy Shoreditch and Mulberry UTC are essentially schools that continue to age 18 and therefore they prioritise places for their own pupils first if they are appropriately qualified for the course of study they have chosen. Only places that remain once their own pupils have been admitted to courses will be offered first to others within the Trust and then externally.

**4. Mulberry UTC has its own admissions policy because it is a UTC – see Section 3.**

**5. Mulberry schools have limited places available in its post-16 provision. These are set out below.** From year to year, it is not clear how many pupils will wish to apply for courses in each level. However, it is important to set out clearly how many places are available for each level of course.

**Mulberry School for Girls**

The school accommodates places for a total of approximately 240 Year 12 students. This number is divided in the following way:

Level of Course	Total Number of Places Available Including Mulberry Pupils	Subjects of Study
Level 3 <b>A' level</b> Courses (Follow A/S Level)	240 (depending on numbers suitably qualified)	<b>Usually:</b> English, Maths, Further Maths, Sociology, Government & Politics, RS, Philosophy, Psychology, History, Geography, Drama, Art, Graphics, Film Studies, Computing, Spanish, Biology,

		Chemistry, Physics, Health & Social Care.
Level 2 Courses	Up to 20 places for Year 11 Up to 10 places for Post-16 Level 1 qualified students already at the school Max: 30	Health & Social Care, Hospitality & Catering Diploma
Level 1 Courses	Up to 20 places for Entry Level qualified students Max: 20	Health & Social Care, Hospitality & Catering Diploma

### Mulberry Academy Shoreditch

The school accommodates places for a total of approximately 100 students. This number is divided in the following way:

#### Over-Subscription Criteria for Admission to Post-16 Education at Schools in The Mulberry Schools Trust (Not the MUTC)

Numbers applying to the schools' sixth forms are increasing year on year at present. Therefore, we require all Mulberry pupils to complete an application for courses at post-16 so that schools can plan their provision and so that we can ensure that course places are fairly allocated according to the policy. Course applications are prioritised for admission as follows:

1. Pupils with a disability who can provide official evidence of this and pupils with a statement of special educational needs and who name the school on their statement as their place of choice for post-16 education
2. Pupils who are in the care of the Local Authority (i.e. in 'foster' care)
3. Current pupils in Year 11, who make an application for courses by the deadline, who are suited to the entry requirements for their chosen courses of study
4. External applications from pupils who are academically suited to their choice of courses of study and who have a reference from their previous / current school or college in support of their application
5. Where there are more course applications from appropriately qualified pupils than there are places, applications will be taken in the order in which they were received following the above prioritisation in points 1 – 4

Applications for courses must be received by the deadline which is published in the academic calendar, on the website and in the course pack for post-16 provision at the school in question – usually 10<sup>th</sup> December each academic year. Applications that arrive late will be placed on a waiting list. They will then be processed in the same order of priority listed above as places become available.

### Entry Requirements for Post-16 Courses

The entry requirements to courses at different levels are set out in this policy. They are common to all post-16 providers. The expectation for entry to Level 3 courses is 5+ 9 – 4 grades, usually including English and Maths. However, there are some subjects of study at advanced level where a higher grade in GCSE English, maths or science is required. This is because national research demonstrates that students who do not have these grades will fail to gain a pass grade in the subject at advanced level. This is also common practice in these subjects amongst providers nationally. These criteria are set out below.

Applicants for courses at Level 3 will be expected to take 3 subjects at A level – although some may take 4 subjects if they have performed exceptionally well at GCSE.

### Course Entry Requirements to Courses for Year 11 Pupils Applying for Year 12

1. **Year 12 Level 3 (Advanced level):** 5+ 9 - 4 or more pass grades at GCSE. For Psychology, a '6' grade in maths is required; for sciences, 2 '6' grades in science or more at GCSE are required; for humanities subjects, at least a '5' grade in English is required; for English, at least a '5' grade in the subject is required. For maths, at least a '6' grade in the subject is required.
2. **Year 12 Level 2 (BTec / NVQ):** 5+ grade 3 and 4's at GCSE.
3. **Year 12 Level 1 (BTec / NVQ / Diploma):** 5+ grade 1's at GCSE.
4. **Year 12 Entry Level:** less than 5 grade 1's at GCSE.

### Admissions Process to Post-16 Study for Year 11 Pupils

1. Applications must be received on time, usually by the end of the autumn term. They should be on the Trust's official form and they should include a reference from the pupil's current school or provider of education.
2. Pupils will be called to a meeting to discuss their choices of course, to ensure that they match their aspirations following further education, to provide counselling around this and to ensure that the private study expectations for the level of course are understood. This counselling meeting will normally be carried out by senior teachers and the head of sixth form study. This will take place in February once mock GCSE results have been received so that appropriate advice can be given. Parents / carers will be invited although it is not compulsory for them to attend. Places on courses will be offered conditionally at that point and letters sent out to both the pupil and her parents / carers. The course offer will be conditional and dependent finally on the pupil gaining the right GCSE grades to enable her to study her chosen course. If any places on courses remain, external applicants will then be considered in exactly the same way.
3. Remaining applicants will be placed on a waiting list and informed of this. They will be informed of the process for finding out if there are further places available once GCSE results have been received in August. They will also be informed that if and when a place becomes available at the end of August, they will be contacted.
4. Parents / carers and pupils who have been offered places on courses and who have accepted them will be invited to a home-school agreement meeting in July to discuss the expectations surrounding their child's chosen course of study and to sign the agreement.

5. When results are received in August, all students will attend enrolment to confirm their place in the sixth form and their chosen subjects. All students will receive a letter of confirmation for their parents / carers.

6. For applicants who are on the waiting list in August, if places on courses become available, the process will be as follows:

- Pupils from the school in question who satisfy the course entry criteria will be contacted, offered places on courses and invited to a meeting with their parents / carers to sign a home – school agreement and to go through the course expectations
- If places remain, external applicants will be contacted if. They will be asked to bring evidence of their GCSE results and to bring their parents / carers for a course interview.

### **Course Offer Process for Students in Years 12, 13 and 14**

Students already in the sixth form on Level 2 courses have the right to continue their education on to the end of Level 3 if they have appropriate qualifications for the choice of course they wish to study in accordance with the course entry criteria listed above.

1. Course application forms will be given to current students in February, requesting information about their preferred courses of study.

2. Students will be allocated places on courses according to preference, subject to their satisfaction of course entry criteria.

3. External applicants to Years 12, 13 and 14 should apply by the beginning of December. They will be interviewed once it has been established that there are any places available. This will happen in the same way as for Year 11. Any remaining external applicants will be placed on a waiting list and informed. The waiting list will be operated in the same way as for Year 11.

### **Appeals Against the Decision Not to Offer a Place**

There is a process in place to allow for families to raise objection to the decision not to accept their daughter onto courses of study at schools within the Trust. The process is as follows:

1. Families should write to the head of sixth form study to express their concern about the decision not to conditionally offer a place on chosen courses, providing reasons why and offering any additional evidence they can in support of their child's course application.

2. The head of sixth form will arrange for a meeting with the family, their child, the Deputy Headteacher / Principal who line manages the sixth form and himself / herself to discuss the family's concerns and to decide if a conditional offer dependant on results should be made in the light of any new evidence.
3. If the decision at the end of this meeting is still of concern to families, they should write to the headteacher/principal, stating their reasons. Once exam results are known and if the pupil has gained the appropriate qualifications for course entry, then a further meeting will take place with the headteacher/principal, the family, the applicant and the head of sixth form to review the decision that was made and to consider any additional evidence. Such meetings will take place in very early in September once exam results are known but with enough time for the course applicant to commence study.
4. Any further disagreement with the decision not to offer a place should then be taken up with the Chair of Governors. This provides the right of an independent assessment of the school's decision. Please address this appeal to the Chair of Governors by letter.

## **SECTION THREE: MULBERRY UTC 2020 – 2021 ADMISSIONS POLICY**

### **1. Introduction**

Mulberry University Technical College ('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 who are representative of all abilities in accordance with the Schools Admissions Code. This is reflected in the stated aims and mission statement of the school.

Mulberry UTC provides a pioneering employer-led education, developing young people as innovators and experts within the creative industries, the health sector and the world of digital technology. Learners will leave Mulberry UTC industry-ready and equipped to enter higher education. They will be highly desirable employees and/or undergraduates. 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 Mulberry UTC 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.

### **2. Admission numbers**



In September 2020, Mulberry UTC will have 40 places for Year 10 students and 210 places for Year 12 students. Mulberry UTC will have a total capacity for 500 students, with an admission number of 40 in Year 10 and 210 in Year 12 each year.

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.

### 3. 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 UTC Year 11 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 given below. Some courses have specific requirements above the general expectations for each level of course; these requirements will be published in the school's prospectus and on its website.

Level 3 courses: 5+ Grade 9-4 at GCSE including English and maths, or equivalent qualifications

Level 2 courses: 5+ Grade 4-2 at GCSE including 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.

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<sup>1</sup> See map of catchment areas on page 4

## 4. Oversubscription criteria

### 4.1 Year 10

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

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 Mulberry 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 any school within the Mulberry Schools Trust<sup>6</sup>.
5. The remaining places will be randomly allocated to applicants whose home addresses<sup>7</sup> fall into the Catchment Areas below:

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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 the 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 a school within the Mulberry Schools Trust, including the Sixth Form, up to ten years previously (e.g. if a student is to start in September 2020, their sibling must have been at the school between September 2010 and July 2019).

<sup>6</sup> The Mulberry Schools Trust is an academy trust which currently includes Mulberry School for Girls, Mulberry Academy Shoreditch and Mulberry UTC.

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

- a) a maximum of 60% of remaining places will be given to applicants whose home address is in Catchment Area 1 on the map below<sup>8</sup>;
  - b) a maximum of 20% of remaining places will be given to applicants whose home address 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 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**

Should there be a need for a tie breaker between 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.

## **4.2 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.

## **5. Mulberry UTC Catchment Areas**

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.

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<sup>8</sup> See map on page 4



## 6. Application Process

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

Applications to Year 10 and Year 12 for September 2020 are made to the UTC. Application forms are available from 1 September 2019 to download via the UTC's website ([www.mulberryutc.co.uk](http://www.mulberryutc.co.uk)). Anyone having difficulty accessing this form can obtain a paper copy from Mulberry UTC, 64 Parnell Road, London E3 2RU.

Completed forms should either be submitted online, 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.

## 7. Application Deadline

Application forms for admission in September 2020 - both Year 10 and Year 12 - must be received by **31 January 2020**.

Offers of places for both Year 10 and Year 12 will be made by letter by **3 March 2020**. The Year 12 offers will be conditional on meeting the minimum entry requirements. A firm offer will be confirmed by 31 August 2020.

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



## 8. 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.

## 9. 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 Mulberry 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 at any time.

## 10. 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 Mulberry Schools 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.

## 11. 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 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. Parents wishing to appeal can obtain an appeal form from: Pupil Admissions, Tower Hamlets Local

Authority, Town Hall, Mulberry Place, 5 Clove Crescent, London E14 2BG or school.admissions@towerhamlets.gov.uk.

The form should be sent to the Mulberry UTC Appeals Panel at Mulberry UTC, 64 Parnell Road, London E3 2RU.

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.

## **12. In-year admission arrangements**

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

## **13. Protocols on 'hard to place' students**

Mulberry UTC is committed to taking its fair share of vulnerable children who are hard to place, in accordance with the Local Authority's Fair Access Protocol. Accordingly, outside the normal round of admissions, the Trust is empowered to give absolute priority to a child where admission is requested under any local protocol which carries the agreement of the Mulberry Schools Trust and the Local Authority for the current admission year. The Trust has this power even when admitting such a child would exceed the normal admission number.

## **14. Consultation**

This Admissions Policy was 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 an increase to the published admission number, will be subject to public consultation.