



# WATERFRONT UTC

a University Technical College  
for year 9-13 students

Waterfront UTC

## Admissions Arrangements 2026-27

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**Policy Scope:** Waterfront UTC  
**Responsibility:** Local Academy  
**Board Date Adopted:** July 2022  
**Review Frequency:** Annual  
**Review Date:** July 2025

## **Admission Arrangements 2026-27**

### **AIMS 1.1.**

This policy aims to:

- Explain how to apply for a place at the school for the Academic Year 2026-2027
- Set out the school's arrangements for allocating places to the students who apply
- Explain how to appeal against a decision if your child does not receive a place.

### **2. LEGISLATION AND STATUTORY REQUIREMENTS**

2.1. This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code
  - School Admission Appeals Code
- 2.2. The college is required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.
- 2.3. As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

### **3. HOW TO APPLY**

#### 3.1 Admission Process

3.1.1. The Waterfront UTC Admissions Process is managed by Waterfront UTC for places in Years 9 & 12.

3.1.2. All applicants for Years 9 & 12 should apply directly through the UTC website.

3.1.3. For September 2026, Waterfront UTC will accept applications for Year 9.

#### 3.2 Special Educational Needs or an Education Health and Care Plan (EHCP)

3.2.1 Where the Local Authority have named Waterfront UTC on a child's Education Health and Care Plan, after consultation with the college, if Waterfront UTC can meet the need, provision will be made and a place may be offered. In addition, Waterfront UTC complies with the requirements of the Disability Discrimination Act.

#### 3.3 Admissions to Years 9 & 12.

3.3.1 All applicants must have a demonstrable interest in Construction and Engineering, as WUTC is a mainstream specialist college, and the curriculum foci completely reflects this.

3.3.2 All applicants to Year 9 & 12 must apply directly to Waterfront UTC. Following the application, the student will be invited to the college to have an informal discussion with a member of the Leadership Team and a tour.

#### 3.4 Admissions to Post-16 (Year 12)

3.4.1 All applicants must have a demonstrable interest in the Post 16 options they select.

3.4.2 All applicants to Year 12 must apply directly to Waterfront UTC. Following the application, the student will be invited to the college to have an informal discussion with a

member of the Leadership Team. The discussion will ensure that the student understands the model of education taught at Waterfront UTC. A formal offer will be made after this stage has taken place. All offers are conditional on the student meeting the minimum requirements set out below.

### 3.5 Minimum Entrance Requirements for Post-16 Study

3.5.1 All applicants for the Level 3 Programme of Study will need to meet a minimum entry requirement of 5 GCSEs at Grade 5, or equivalent, including Maths, with English at a Grade 4 or above.

3.5.2 In addition, students must achieve Grade 6 or above in Maths and Physics if they wish to study them at A Level.

## 4 REQUESTS FOR ADMISSION OUTSIDE THE NORMAL AGE GROUP

4.1 Parents are entitled to request a place for their child outside of their normal age group.

4.2 Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views.
- Information about the child's academic, social and emotional development.
- Where relevant, their medical history and the views of a medical professional.
- Whether they have previously been educated out of their normal age group.
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely.
  - The Heads view.

4.3 Wherever possible, requests for admission outside a child's normal age group will be processed at the same time as other applications to the year group they are applying for. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in Section

4.4 Parents will be informed of the reasons for the decision about the year group into which a child has been admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

## ALLOCATION OF PLACES

### 5.1 Admission Number

Published Admission Number (PAN):

Waterfront UTC's PAN is as follows

	2023	2024	2025	2026
Year 7	0	0	0	0
Year 8	0	0	0	0
Year 9	75	75	75	75
Year 10	75	75	75	75
Year 11	75	75	75	75
Year 12	60	60	60	60
Year 13	60	60	60	60
Total PAN	345	345	345	345

## 5.2 Oversubscription Criteria

5.2.1 If there are more applicants than places, the following process will apply.

After the potential admission of students with EHCPs in which Waterfront UTC is named, as outlined above, criteria will be applied to those students who have a demonstrable interest in our specialisms for the remaining places in the order in which they are set out below:

- 1) Any Looked After Children in the care of a local authority, and previously looked after children, regardless of where they are resident.
- 2) Children who have a sibling currently on roll at Waterfront UTC.
- 3) Children of staff.
- 4) Places for all other applications will be allocated on the basis of distance measured in a straight line from the child's home to the WUTC.

## 5.3 Oversubscription Criteria for Year 9

5.3.1 If the number of applicants to Waterfront UTC for Year 9 is less than the PAN in each year group on the application deadline (31st January), then all applicants who have been offered a conditional place may be admitted, assuming they have a demonstrable interest in the foci of the college.

5.3.2 If there are more applicants than places, the following process will apply. After the potential admission of students with EHCPs in which Waterfront UTC is named, as outlined above, criteria will be applied to those students who have a demonstrable interest in our specialisms for the remaining places in the order in which they are set out below:

1. Any Looked After Children in the care of a local authority, and previously looked-after children, regardless of where they are resident.
2. Children who have a sibling currently on roll at Waterfront UTC.
3. Children of staff.
4. Places for all other applications will be allocated on the basis of distance measured in a straight line from the child's home to the UTC

## 5.4 Oversubscription Criteria for Year 12

5.4.1 If there are more applicants than places, the school retains the right to select based on appropriateness for the Waterfront UTC curriculum.

## 5.5 Waiting Lists

5.5.1 Where, in any year, Waterfront UTC receives more eligible applications than there are places available, a waiting list will be maintained by Waterfront UTC until the end of the first term of the school year. If and when places become available, they will be allocated to those on the waiting list in line with the Oversubscription Criteria set out above.

5.5.2 Withdrawing an offer. An offer will only be withdrawn if it has been made in error, a parent has not responded within 20 working days, or if the offer was made via a fraudulent or misleading application. Where an offer has not been responded to within the designated time frame, the Local Academy Board will give the parent a further opportunity to respond and will explain that the offer will be withdrawn if they do not. If any application is found to be fraudulent after a child has started at the school in the first term of the new academic year, the school may withdraw the place.

## **6 IN-YEAR ADMISSIONS**

6.1 You can apply for a place for your child at any time outside the normal admissions round. To do so, please email [office@waterfront-that.org.uk](mailto:office@waterfront-that.org.uk) to request an in-year transfer application form.

6.2 As is the case in the normal admissions round, any children whose EHCP names the college after consultation with the Local Authority may be admitted, if there are available

spaces in the relevant year group and Waterfront can meet the need.

6.3 If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the children on the waiting list in accordance with the Oversubscription Criteria listed in Section 5 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

6.4 Where the college has places available in year, it will offer a place to every student who has applied for one where the student has a demonstrable interest in studying Construction and Engineering as academic subjects, unless to do so would be to prejudice the efficient provision of education or use of resources and where the student has a demonstrable interest in Engineering and Construction.

## **7 APPEALS**

7.1 If your child's application for a place at the college is unsuccessful, you will be informed why admission was refused. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the Headteacher at Waterfront UTC, via:  
Waterfront UTC South Side Three Rd Chatham

Kent

ME4 4FQ

The appeal must be submitted within 20 school days from the date of the rejection prior to the September of admission. Once reviewed a response will be formulated and communicated back.

7.2 All internal appeals will be processed within 20 (twenty) working days (term time).

7.3 The trust board will establish an independent appeal panel to hear appeals. The appeals panel will act in accordance with all relevant legislation and guidance. There will be three members of the panel available at all times during the appeals process. If any member has to temporarily withdraw, the hearing will be postponed until the panel member returns. If the panel member is unable to return, they will be replaced, and the appeals will be reheard.

The appeals panel must not have a vested interest in the outcome of the hearing.

The trust board will indemnify the members of the appeals panel against any legal costs and expenses they incur in connection with any decision taken in good faith whilst acting as a member of the appeals panel.

7.4 Appeals hearings

7.4.1. The trust board will publish an appeals' timetable on their website by 28 February each year. The timetable will comply with section three of the 'School Admission Appeals Code'. Appeals will be lodged and heard for the normal admissions round within 40 school days of the deadline for lodging appeals.

7.4.2 For late applications, appeals will be heard between 30-40 school days of the appeal being lodged. For in year admissions, appeals will be heard within 30 days of the appeal being lodged.

7.4.3 Sixth Form appeals will be heard within 30 school days of confirmation of exam results where an offer was conditional, or 40 days where a place is not conditional upon exam results. All evidence relating to the appeal hearing will be passed on to the clerk, including the admission process, reasons for the decision and how the admission would cause prejudice to the education provision of the school.

7.4.4 Multiple appeals will be heard, either individually or in groups, by the same appeals panel where appropriate. Notes of the hearing will be made and kept securely by the trust board for a minimum of two years. These notes are, in most cases, exempt from disclosure under the Freedom of Information Act 2000 and the Data Protection Act 2018.

## **8 MONITORING ARRANGEMENTS**

8.1 This policy will be reviewed and approved by the Local Academy Board every year. The Local Academy Board will publish a copy of the full proposed admission arrangements and the contact details of the individual responsible for admissions liaison on the school website. A copy of the proposed admission arrangements will be made available upon request.

Admission arrangements will be determined by 28 February in the determination year on an annual basis, even when no changes to the arrangements have been made.

The Local Academy Board will notify all appropriate bodies of the finalised admissions arrangements when they have been determined. A copy of the finalised admission arrangements will be sent to the LA for entry by 15 March in the determination year. Finalised admission arrangements will also be published on the school website by 15 March in the determination year, and will continue to display them for the whole offer year.

Any objections to the admission arrangements will be directed to the Schools Adjudicator by 15 May in the determination year.

8.2 Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Academy Council will publicly consult on these changes