



# Admissions Policy for Mulberry UTC

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## **1. Introduction**

Mulberry UTC is a University Technical College (UTC) located in Tower Hamlets. It was established by Mulberry School for Girls and is part of the Mulberry Schools Trust.

The school opened in September 2017 in a brand new building, on the site of the old fire station on the corner of Roman Road and Parnell Road in Bow. UTCs are secondary schools for young people aged 14-19 that are supported by universities and local employers. They were set up by the government to encourage young people to access high quality technical learning and to give them the opportunity to learn the skills that employers are looking for. Students attending UTCs study GCSEs and A-levels as well as technical and vocational qualifications.

Mulberry UTC specialises in preparing young people for careers in Health, Science, Business, Creative Media and Theatre.

Mulberry UTC is supported by the following leading industry partners: Bank of America, Barts Health NHS Trust, Creative Media Skills Institute, Goldsmiths University of London and the National Theatre. Our employer partners are represented on the governing body and work closely with the school and its students to prepare them for their future careers.

At Mulberry UTC, students in Year 10 and 11 study the core subjects of English, maths, science, and humanities alongside digital learning, health and the creative arts. This prepares them for specialist study in the Sixth Form, where students study A-levels as well as technical courses in health science, health care, digital media, performing arts and technical theatre. Mulberry UTC is currently accepting applications for students who wish to join us in Year 10 or Year 12.

## **SECTION ONE: YEAR 10 ADMISSIONS**

### **2. Admission Number(s)**

The school has an admission number of 60 for entry in Year 10. The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applications than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

### **3. Application Process**

**Applications for entry into any year group at Mulberry UTC can be made through the school's website. Applicants are directed to an online form.**

**Applicants for Years 10 or 11 are then invited to meet the principal for a tour and discussion about the suitability of Mulberry UTC for the applicant.**

### **4. Children with Education, Health and Care Plans**

Children with an Education, Health and Care Plan naming the school applied to, must be placed before all other applicants (See Note 1). This process is separate from the standard admission arrangements set out below.

### **5. Oversubscription Criteria**

*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>1</sup>*
- 2. Children who are eligible for the Pupil Premium.<sup>2</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>3</sup> of students currently or formerly<sup>4</sup> at any school within the Mulberry Schools Trust<sup>5</sup>.*
- 5. The remaining places will be randomly allocated to applicants whose home addresses<sup>6</sup> fall into the Catchment Areas below:*
  - 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>7</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.*

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<sup>1</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>2</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>3</sup> 'Siblings' includes birth siblings, step siblings, foster siblings, adopted siblings and other children living permanently at the same address.

<sup>4</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 2016 and July 2026).

<sup>5</sup> The Mulberry Schools Trust is an academy trust and all schools within the trust are included in this criteria.

<sup>6</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.

<sup>7</sup> See map below

*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.*

*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.*

### **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.*

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

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 application form and attach medical and/or social reports signed by a doctor or social worker to the form.

## **7. Confirmation of Address**

Parents must provide acceptable independent proof of their child's address. They must make sure that the application form they complete is accurate. 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**

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. Late Applications**

Application forms for admission in September 2026 - both Year 10 and Year 12 - must be received by **30 April**

Offers of places for both Year 10 and Year 12 will be made as applications are received.

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

## **10. Waiting Lists**

The UTC will hold the waiting list for each year group if it is full. The waiting list will be kept in the following descending order of priority:

1. Children looked after by the local authority including adopted children who were previously looked after, children who leave care under a special guardianship or residence order and adopted children who were previously in state care outside of England
2. Children who have a strong medical or social reason to attend the school applied to
3. Children with a brother or sister in the school at the time of admission
4. Children of staff
5. Children living nearest the school.

If a vacancy arises, it will be offered to the first applicant on the waiting list.

Proximity to school will determine priority where there are competing claims to a place under each of the criteria.

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.

Should two or more children live an equal distance from the school, including instances where more than one child lives in a multi-occupancy building, the offer of a place will be decided by random allocation.

## **SECTION TWO: SIXTH FORM ADMISSIONS**

### **1. Admission numbers**

In September 2026, Mulberry UTC will have 240 places for Year 12 students.

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.

#### **Application process**

Applicants for Year 12 must register their interest through the online form available on Mulberry UTC's website. They will then be contacted for a face to face or phone interview to determine best course choices.

#### **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.

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.

## **2. Oversubscription Criteria**

### **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.

## **SECTION THREE: GENERAL ADMISSIONS INFORMATION**

### **1. 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.





## **2. 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.

## **3. 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.

## **4. 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.

## **5. 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, 160 Whitechapel Road, London E1 1BJ or [school.admissions@towerhamlets.gov.uk](mailto: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.

## **6. 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.

## **7. 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.

## **8. Consultation**

This Admissions Policy was been 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.