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# **LONGLEY PARK SIXTH FORM ADMISSIONS POLICY**

**October 2023**



## Document Control

<b>Title:</b>	Admissions Policy
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<b>Category:</b>	Admissions (local Academy)
<b>Version Number:</b>	1
<b>Date Approved:</b>	
<b>Approved by:</b>	
<b>Review Date:</b>	October 2023
<b>Review Period:</b>	One year
<b>Status:</b>	Local Academy
<b>Website:</b>	Yes
<b>Annual Agreement:</b>	No

## Review

Date:	Version:	Author:	Revisions:
13.10.23		MFi	5,10, 11



## 1. Policy Introduction

- 1.1. Longley Park Sixth Form Academy welcomes applications from any committed learner aged 16-19 for whom an appropriate study programme is available.
- 1.2. The Sixth Form Academy welcomes applications from students who may require additional support and endeavours to ensure that information and guidance is in an accessible form.
- 1.3. This Admissions Policy is designed to serve the Sixth Form Academy's mission and is applicable irrespective of changes in the nature of the curriculum and range of courses. The guidelines will be sufficiently flexible to meet exceptional needs of individual learners.
- 1.4. In counselling students regarding their choice of course, it is the Sixth Form Academy's aim to ensure that students embark on a study programme which suits their interests, prior achievement, progression aims and ability to succeed.
- 1.5. By enrolling at Longley Park Sixth Form Academy, a student gives consent for us to share information about attendance, engagement, attainment and progress with those adults who are listed as parents/carers/guardians. This applies to students of all ages, even those above the age of 18.

## 2. Capacity

- 2.1 Longley Park Sixth Form Academy has a total capacity of 1100 places (full time equivalent) for students in the range of 16-19.

## 3. Study Programmes

- 3.1. The expectation is that all students at the Sixth Form Academy are on a full-time study programme that is working towards successful completion of a Level 3 qualification(s). This may involve a foundation year(s) on Level 2 or entry qualifications prior to accessing a Level 3 qualification. All students will be expected to enroll on a programme of study comprising a minimum of 600 planned hours per year to be considered full time students.
- 3.2. Students who have not achieved at least a GCSE grade 4 in both English or Maths will be required to study these GCSEs alongside their other subjects.
- 3.3. By enrolling at the Sixth Form Academy, students agree that they will not take planned extended term-time holidays.
  - 3.3.1. Any extended absences may result in disciplinary processes being put into place.
  - 3.3.2. Any extended absence of over 4 weeks will result in a student being withdrawn from the Sixth Form Academy as prescribed by the ESFA funding guidance.
- 3.4. All enrolments will be subject to students meeting the published entry requirements for each course. Entry criteria are subject to change at any point in the year. The entry criteria for courses will be available to all students at enrolment. Information provided prior to enrolment is a guide to support [Online Safety policy](#)



advice and guidance processes. Courses 'equivalent to GCSE' will be accepted at the Sixth Form Academy's discretion and will be counted as one standard pass GCSE grade depending on the volume and suitability of the qualification.

- 3.5. All students will take part in the enrichment programmes as part of the curriculum offer and are also encouraged to engage in extra-curricular activities across the Sixth Form Academy. A catalogue of available activities will be published at the start of each academic year.
- 3.6. The combination of courses forming a student's study programme must allow for progression to further study, apprenticeship or employment. This will form part of the course counselling process during interview and enrolment.
- 3.7. The Sixth Form Academy is predominantly a 16-19 education provider and normally only enrolls students who are 16 or 17 years of age on the 1st September of the year in which their study programme commences. The Sixth Form Academy does not normally enroll students who are over 18 years of age and will only consider applications from these groups in the following circumstances:
  - 3.7.1. Eighteen-year-old students who have experienced significant extenuating circumstances or disadvantage and who will not already have gained Level 3 qualification(s).
  - 3.7.2. Eighteen-year-old students who have an EHCP and through advice and guidance the Sixth Form Academy decide it is appropriate to enrol onto a Level 3 programme.
  - 3.7.3. Students who are continuing their studies with us who enrolled prior to their 18th birthday on a study programme.
- 3.8. All students will be allocated a tutorial group. This forms a key part of a study programme and must be engaged with.

#### **4. Minimum Entry Requirements**

**4.1** Students will be offered a conditional place (subject to meeting entry criteria and other stipulated conditions) after their initial interview.

**4.2** The Sixth Form Academy reserves the right to review entry criteria if necessary, to ensure students are on the appropriate study programme, this review can happen at any point during the academic year

**4.3** The Sixth Form Academy has specific entry criteria for levels of study as well as specific qualifications within them. These are published on our website and yearly prospectus, however are subject to change to respond to national changes in awarding of grades and should only be used as guidance.

**4.4** The criteria used to enroll students on courses in August/September overrides any previously published entry criteria.

### **5. The Application and Interview Process**

- 5.1. Applications are welcome from any student with a genuine desire to study at the Sixth Form Academy. Full details of the application procedure and support on how to complete the application [Online Safety policy](#)



can be found on our website.

- 5.2. Prospective applicants are required to read the Sixth Form Academy's prospectus (either in printed form or on the Sixth Form Academy's website).
- 5.3. Applications must be submitted via Sheffield Progress or directly via the Sixth Form Academy's website. The Sixth Form Academy's application window will be published each year via the website and social media and communicated to schools.
- 5.4. Applications submitted after the published deadline will not be guaranteed an interview. Submitted applications that are not fully complete may be returned to the applicant.
- 5.5. Applicants will be interviewed concerning their interests, prior achievements, potential programme and aspirations during the interview window. Interviews for all prospective students will be held during the Sixth Form Academy's interview window and applicants should bring their most recent school report with them, which should include predicted grades, attendance, and progress.

## 6. Post Interview procedures and Enrolment

- 6.1. After receiving a conditional offer, students must confirm acceptance of this offer.
- 6.2. All students who have accepted a place at the Sixth Form Academy are expected to attend the Sixth Form Academy's taster event(s). It is important that students attend as they will take part in lessons in their chosen subjects and start the enrolment procedures. Students who do not attend these events and who do not contact the Sixth Form Academy about this may have their place withdrawn.
- 6.3. As part of the pre-enrolment process students will be informed of any contribution towards additional costs or items associated with their study programme.
- 6.4. Students will be invited to attend an enrolment interview following the publication of GCSE results in August. Confirmation of results must be presented at the interview or no enrolment will be made.
- 6.5. A place at the Sixth Form Academy will be formally offered following the enrolment interview in August/September.
- 6.6. Students will only be enrolled at the Sixth Form Academy if the following conditions apply:
  - 6.6.1. To have met the published entry requirements for both their study programme pathway and the courses they are being enrolled on to.
  - 6.6.2. To have the ability to cope with and benefit from the study programme and the courses that the Sixth Form Academy can offer at enrolment along with signing the learner agreement.
  - 6.6.3. That the study programme constitutes a full-time study programme consisting of courses which the student has demonstrated an understanding of and interest in.
  - 6.6.4. Can provide necessary evidence to demonstrate that they are entitled to be a funded student (through either the ESFA 16-19 or AEB funding streams).
- 6.7. In some exceptional circumstances, a student will be allowed to enroll onto a pathway where they do not meet the published entry criteria.



- 6.7.1. Where a student has not met the published entry criteria for a pathway or course and is allowed to enroll, a five-week review period will be put into place. If following this time, evidence shows that the pathway is not appropriate, the Sixth Form reserves the right to modify the students study programme, including the removal/addition of courses or the change of level of study.
- 6.7.2. Any decision to approve or deny entry onto pathways where the entry criteria is not met is at the discretion of the Principal or Deputy Principal.

## 7. Restrictions to Offering of Place

- 7.1. The Sixth Form Academy will typically make conditional offers of place to students following initial application and interview, or between levels of study programme. In some cases, the Sixth Form Academy may not offer a place to a student following application, interview, or internal progression concerns.
- 7.2. Students moving from one level of study to another will need to have demonstrated commitment and engagement to their studies throughout their current programmes to be offered a future place.
- 7.3. Students who have not demonstrated commitment to the Sixth Form Academy's expectations will not be offered the opportunity to progress to the next level of study and support will be offered to explore alternative pathways in the local area.
- 7.4. Offers to study at the Sixth Form Academy could be restricted on the following basis:
  - 7.4.1. An applicant does not meet the entry criteria for their study programme, or the conditions required for their chosen courses.
  - 7.4.2. An applicant applies after the published guaranteed interview deadline.
  - 7.4.3. A course or a subject does not run due to low demand or staff capacity.
  - 7.4.4. A course is oversubscribed, and an applicant has not directly applied to study that course.
  - 7.4.5. The combination of subjects is not possible due to timetable clashes.
  - 7.4.6. There is clear evidence of an applicant's prior or present low commitment to learning
  - 7.4.7. The Sixth Form Academy cannot meet the individual needs of a student e.g. EHCP review is not compatible with the provision within the Sixth Form Academy, or a distanced learning requirement due to health.
  - 7.4.8. There is evidence of an applicant's poor attitude to learning due to low engagement in pre-enrolment tasks or previous study programme if the student is a current Longley Park Sixth Form Academy student.
  - 7.4.9. Where there is clear evidence that the applicant could pose a risk to staff or students at the academy.
- 7.5. The Sixth Form Academy reserves the right to refuse entry or to offer a place on a probationary basis, with clearly defined conditions and points of review.



## 8. Waiting lists

8.1. Where a place is not offered due to oversubscription, either on the course or Sixth Form Academy level students will be placed onto a waiting list. When a place becomes available, if more than one student fits the profile of the spaces available, the place will be offered on the following priority basis:

- 8.1.1. Priority 1 Students studying within Brigantia Learning Trust, namely Yewlands Academy and Hinde House Academy
  - 8.1.2. Priority 2 Students studying within our partner Schools, namely Firth Park Academy, Fir Vale Academy, Parkwood Academy and Chaucer School
  - 8.1.3. Priority 3 All other applications will be enrolled on a first come first served basis after prioritisation has been given to those students outlined above. 'First come first served' means that the order in which students completed the application and enrolment process determines the order of priority in processing the application.
- 8.2. The Sixth Form Academy reserves the right to change these criteria, priorities, and procedures in exceptional circumstances.

## 9. Assessing Attitude and Commitment to Learning during the Admissions Process

9.1. Students are selected for interview based on the quality of the completed application form which should provide accurate, complete and honest information of prior educational achievement and interests.

9.2. Students are offered a conditional place based on the above and is the decision of the interviewer. Where the interviewer is unable to offer a place a member of the leadership team may be called in to support. The leader will consult further with the interviewer and may contact the applicant's school if necessary.

9.3. In certain cases, conditional offers may be made to applicants. In these cases, the letter of acceptance will indicate that the offer is dependent upon certain conditions being met by the applicant during their remaining time at school/institution. These conditions could include, but are not limited to:

- 9.3.1. Satisfactory attendance
- 9.3.2. Satisfactory punctuality
- 9.3.3. Satisfactory behaviour/attitude
- 9.3.4. Attendance at Next Step Longley
- 9.3.5. Completion of summer work/activity
- 9.3.6. Completion of pre-enrolment activities

9.4. In some cases, a member of the leadership team will liaise with the appropriate staff in the applicant's previous school/institution to establish whether these conditions have been satisfied; where the stated



conditions have clearly not been met, the Sixth Form Academy may withdraw the offer of a place. This may occur for instance where an applicant has failed to meet clear targets for attendance or punctuality without good reason, or where an applicant has been excluded from his or her previous institution for poor behaviour.

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- 9.5. Where students with complex circumstances make an application for study at the Sixth Form Academy, an Admissions and Review panel may be convened. The panel will be chaired by the Deputy Principal and will involve key stakeholders relevant to the applicant. A decision will be made based upon the capacity of the Sixth Form Academy to accommodate the needs of the student.

## 10. Qualification Cessation / Withdrawal Process

10.1. Longley Park Sixth Form Academy will ensure that any qualification withdrawal will be managed with the interests of the students/learners foremost. We will do this by ensuring student's/learners have sufficient notice to complete their qualifications and for entries and certification to be completed, and by giving guidance on alternative qualifications where necessary.

10.2. The Sixth Form Academy will comply with any requirements communicated to us by the regulatory authorities regarding the withdrawal or cessation of any qualifications.

10.3. Reasons for Withdrawing or Ceasing a Qualification There are several reasons why a qualification might be withdrawn or ceased to be offered, including:

10.3.1. Lack of demand for the qualification

10.3.2. Qualification no longer meets the needs of the student population

10.3.3. Qualification subject matter is no longer relevant

10.4. The Withdrawal Process will follow a two-stage process:

10.4.1. Stage 1 – Decision to withdraw all current qualifications will be reviewed by the leadership team annually or more frequently if the situation requires. They will consider entry data, attainment levels, qualification relevance and regulatory changes.

10.4.2. Stage 2 – Upon the decision being made to withdraw a qualification, a withdrawal plan will be formulated. The plan will comply with any requirements as stated by Ofqual and may include arrangements for learners to complete programmes of work at an alternative centre.

## 11. Supported Admissions

11.1.1. In some cases, there may be concerns about a student's fitness to study at or prior to enrolment. Such concerns might be raised by the student, a parent/carer, the feeder institution, Sixth Form Academy staff, an external agency or the Local Authority.

11.1.2. Where necessary, a discussion will be held with the student, at or prior to enrolment, to determine how best the student may be supported within a fitness to study framework. A range of evidence may be utilised in the assessment which may include:





- 11.1.3. Educational health care plan
- 11.1.4. Medical, psychiatric and/or psychological evidence
- 11.1.5. Reports from schools
- 11.1.6. Physical, emotional and social needs
- 11.1.7. Specialist treatments and therapies required
- 11.1.8. Vulnerability and safeguarding
- 11.1.9. Level of attainment
- 11.1.10. The level of support, special equipment and specialist environment
- 11.1.11. Input from the applicant, the family or external parties.

11.2. The process will consider whether the Sixth Form Academy can offer a suitable curriculum and support for the young person and a decision will be made in consultation with leadership.

11.3. In cases where there are significant funding implications there will be consultation with the Local Authority.

11.4. Where applicants require additional support due to disability or special educational, health or care needs, the Sixth Form Academy will assess the additional support needs and consider the best endeavours to meet these needs. The applicant, parents or carers and other partners supporting the applicant will be consulted with on what reasonable adjustments can be made to meet the applicant's specific needs.

## **12. Special Education Needs, Additional Learning Support and Disability**

12.1. The Sixth Form Academy welcomes applications from students who may require additional support and endeavours to ensure that information and guidance is in an accessible form.

12.2. Completion of relevant sections in application and supporting documentation should be provided at interview.

12.3. To comply with statutory regulations, students with specific Access Arrangements for examinations will need to re-apply for these on transfer to the Sixth Form Academy. Relevant evidence must be up to date (within the previous 12 months) and provided at interview.

## **13. Appeals**

13.1. The Sixth Form Academy Admissions Policy provides detailed guidance on the criteria for accepting applicants as members of the Sixth Form Academy. In all cases, the decision of the Principal is final.

13.2. Any applicant wishing to appeal against the Sixth Form Academy's decision to refuse them a place should do so in writing via the Sixth Form Academy's central complaints procedure, please see the Complaints

[Online Safety policy](#)



Policy for further information.

13.3. Admissible grounds for appeal/complaint under the admission policy are:

- 13.3.1. Where there is evidence of a failure to implement the Admissions Policy.
  - 13.3.2. Where staff have not behaved in a fair or professional manner.
  - 13.3.3. Where there is additional information directly relevant to the application, which for good reason was not available at the time of interview.
  - 13.3.4. Where there appears to have been an administrative error.
  - 13.3.5. If an applicant presents evidence that there has been discrimination, prejudice or bias shown by the representatives of the Sixth Form Academy.
- 13.4. The complaints procedure will provide a structure in which to review the grounds of the appeal/complaint and provide a formal outcome to the complainant.

#### **14. Review**

This policy will be reviewed annually and any amended policy for the following September will be published on the Sixth Form Academy website before the end of the preceding September (i.e. the policy for 2025 will be published in September 2024). The policy will remain on the website throughout the Sixth Form Academy year.