

# Longley Park Sixth Form Academy

## ADMISSIONS POLICY 2024 - 25

### Document Control

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### Review

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# Longley Park Sixth Form Academy: Admissions Policy

## 1. Admission to Longley Park Sixth Form Academy

- 1.1. Longley Park Academy welcomes applications from any committed learner for whom an appropriate study programme is available.
- 1.2. This Admissions Policy is designed to serve the Trust'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.
- 1.3. In counselling students regarding their choice of course, it is the academy's aim to ensure that students embark on a study programme which suits their interests, prior achievement, progression aims, and ability to succeed.
- 1.4. By enrolling at Longley Park 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. Study Programmes

- 2.1. The expectation is that all students at the 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.
- 2.2. The Academy follows the 16-19 Study Programmes Guidance (DfE) when designing and providing study programmes for young people. This is non-statutory guidance and is intended to support institutions to understand their obligations and duties in relation to the provision of 16 to 19 study programmes.
- 2.3. The Academy does not accept fee paying students.
- 2.4. By enrolling at the Academy, students agree that they will not take planned extended term-time holidays.
  - 2.4.1. Any extended absences may result in disciplinary processes being put into place.
  - 2.4.2. Any extended absence of over 4 weeks can result in a student being withdrawn from the Academy as outlined by the ESFA funding guidance.
- 2.5. All enrolments will be subject to applicants 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 advice and guidance processes. Courses 'equivalent to GCSE' will be accepted at the Academy's discretion and will be counted as one standard pass GCSE grade depending on the volume and suitability of the qualification.
- 2.6. All students will take part in the 'Project You' and enrichment programmes as part of the curriculum offer and are also encouraged to engage in extra-curricular activities across the

Academy. A catalogue of available activities will be published at the start of each academic year.

- 2.7. 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.
- 2.8. The Academy is predominantly a 16-18 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 Academy does not normally enrol students who are 18 years of age or older and will only consider applications from these groups in the following circumstances:
  - 2.8.1. Eighteen-year-old students who have experienced significant extenuating circumstances or disadvantage and who will not already have gained Level 3 qualification(s).
  - 2.8.2. Eighteen-year-old students who have an EHCP and through advice and guidance the Academy decide it is appropriate to enrol onto a Level 3 programme.
  - 2.8.3. Students who are continuing their studies with us who enrolled prior to their 18<sup>th</sup> birthday on a study programme.
  - 2.8.4. Students who are applying from outside of the United Kingdom with appropriate home country educational experience or qualifications.
- 2.9. All students will be allocated a tutorial group. This forms a key part of a study programme and must be engaged with.
- 2.10. Any student who has not achieved at least a Grade 4 in GCSE mathematics and/or English Language will be enrolled on these courses to complete the qualification.
  - 2.10.1. ENIC comparability certificates that clearly state that a home qualification meets the condition of funding will be accepted where the English qualification is not an ESOL qualification.
  - 2.10.2. The Academy does not accept comparable UK qualifications as meeting the Academy's expectation that all students should leave with pass grades in English and Maths GCSE.
  - 2.10.3. Attendance and Engagement in these qualifications form part of a student's study programme and failure to positively engage with this can result in disciplinary processes being followed.

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

- 3.1. Applications are welcome from any student with a genuine desire to study at the Academy. Full details of the application procedure and support on how to complete the application can be found on our website.
- 3.2. Prospective applicants are required to read the prospectus (either in printed form or on the Academy's website).

- 3.3. Applications must be submitted via Sheffield Progress or directly via the Academy's website. The Academy's application window will be published each year via the website and social media and communicated to schools.
- 3.4. 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.
- 3.5. 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 Academy's interview window and applicants should bring their most recent school report with them, which should include predicted grades, attendance, and progress.
- 3.6. Students will be offered a conditional place (subject to meeting entry criteria and other stipulated conditions) after their initial interview.
- 3.7. The Academy reserves the right to review entry criteria if necessary, to ensure students are on the appropriate study programme. This review of entry criteria can happen at any point in the academic year.

#### **4. Post Interview procedures and Enrolment**

- 4.1. After receiving a conditional offer, students must confirm acceptance of this offer.
- 4.2. All students who have accepted a place at the Academy are expected to attend the 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 Academy about this may have their place withdrawn.
- 4.3. As part of the pre-enrolment process students will be informed of any contribution towards additional costs or items associated with their study programme.
- 4.4. 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.
- 4.5. A place at the Academy will be formally offered following the enrolment interview in August/September.
- 4.6. Students will only be enrolled at the Academy if the following conditions apply:
  - 4.6.1. To have met the published entry requirements for both their study programme pathway and the courses they are being enrolled on to.
  - 4.6.2. To have the ability to cope with and benefit from the study programme and the courses that the Academy can offer at enrolment along with signing the learner agreement.
  - 4.6.3. That the study programme constitutes a full-time study programme consisting of courses which the student has demonstrated an understanding of and interest in.
  - 4.6.4. 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).

4.7. In some exceptional circumstances, a student will be allowed to enrol onto a pathway where they do not meet the published entry criteria. This is at the discretion of the Principal, where there is capacity on the course and there is evidence across the students prior achievements that they are able to engage successfully in their study programme.

4.7.1. Where a student has not met the published entry criteria for a pathway or course and is allowed to enrol, a five-week review period will be put into place. If following this time, evidence shows that the pathway is not appropriate, the Academy reserves the right to modify the students study programme, including the removal/addition of courses or the change of level of study.

4.7.2. Any decision to approve or deny entry onto pathways where the entry criteria is not met is at the discretion of the Principal.

## **5. Restrictions to Offering of Place**

5.1. The 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 Academy may not offer a place to a student following application, interview, or internal progression concerns.

5.2. 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.

5.3. Students who have not demonstrated commitment to the Academy's expectations will not be offered the opportunity to progress to the next level of study. Support will be offered to explore alternative pathways in the local area.

5.4. Offers to study at the Academy could be restricted on the following basis:

5.4.1. An applicant does not meet the entry criteria for their study programme, or the conditions required for their chosen courses.

5.4.2. An applicant applies after the published guaranteed interview deadline.

5.4.3. A course or a subject does not run due to low demand or staff capacity.

5.4.4. A course is oversubscribed, and an applicant has not directly applied to study that course.

5.4.5. The combination of subjects is not possible due to timetable clashes.

5.4.6. There is clear evidence of an applicant's prior or present low commitment to learning.

5.4.7. The Academy cannot meet the individual needs of a student e.g. EHCP review is not compatible with the provision within the Academy, or a distanced learning requirement due to health.

5.4.8. 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 Academy student.

- 5.4.9. There is evidence that the student could pose a risk to staff or students within the Academy community.
- 5.5. The Academy reserves the right to refuse entry to any applicant or to offer a place on a probationary basis, with clearly defined conditions and points of review.
- 5.6. Where a place is not offered due to oversubscription, either on the course or 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:
  - 5.6.1. Priority 1 Students studying within Brigantia Learning Trust, namely Yewlands Academy and Hinde House Academy.
  - 5.6.2. Priority 2 Students studying within our partner Schools, namely Firth Park Academy, Fir Vale Academy, Parkwood Academy and Chaucer School.
  - 5.6.3. 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.
- 5.7. The Academy reserves the right to change these criteria, priorities, and procedures in exceptional circumstances.
- 5.8. Should any applicant make a fraudulent application, provide evidence that is false, or make attempts to access the academy or courses where they do not meet the requirements, the application will be withdrawn immediately. Should it become evident that a fraudulent application has been made and a student has been enrolled, this will result in the place being withdrawn.

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

- 6.1. 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.
- 6.2. 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.
- 6.3. 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:
  - 6.3.1. Satisfactory attendance
  - 6.3.2. Satisfactory punctuality
  - 6.3.3. Satisfactory behaviour/attitude
  - 6.3.4. Attendance at Next Step Longley

- 6.3.5. Completion of summer work/activity
  - 6.3.6. Completion of pre-enrolment activities
  - 6.3.7. Providing appropriate evidence as requested (eg. Proof of prior achievement, proof of residency status).
- 6.4. 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 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.
- 6.5. Where students with complex circumstances make an application for study at the Academy, an Admissions and Review panel may be convened. The panel will be chaired by a member of the senior leadership team and will involve key stakeholders relevant to the applicant. A decision will be made based upon the capacity of the Academy to accommodate the needs of the student.

## **7. Qualification Cessation / Withdrawal Policy**

- 7.1. Longley Park Academy will ensure that any qualification withdrawal will be managed with the interests of the students at the centre of decision making. We will do this by ensuring students have sufficient notice to complete their qualifications and for entries and certification to be completed, and by giving guidance on alternative qualifications where necessary.
- 7.2. The Academy will comply with any requirements communicated to us by the regulatory and funding authorities regarding the withdrawal or cessation of any qualifications.
- 7.3. There are several reasons why a qualification might be withdrawn or ceased to be offered, including:
- 7.3.1. Lack of demand for the qualification
  - 7.3.2. Qualification no longer meets the needs of the student population
  - 7.3.3. Qualification subject matter is no longer relevant
  - 7.3.4. The qualification has been withdrawn by the awarding body or funding has been removed by the ESFA
  - 7.3.5. Inability to provide appropriate staffing for the qualification
- 7.4. The Withdrawal Process will follow a two-stage process:
- 7.4.1. Stage 1 – Decision to withdraw all current qualifications will be reviewed by the leadership team at least annually or more frequently if the situation requires. They will consider entry data, attainment levels, qualification relevance and regulatory changes.
  - 7.4.2. 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.

## **8. Supported Admissions**

- 8.1. 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, Academy staff, an external agency or the Local Authority.
- 8.2. 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:
  - 8.2.1. Educational health care plan
  - 8.2.2. Medical, psychiatric and/or psychological evidence
  - 8.2.3. Reports from schools
  - 8.2.4. Physical, emotional and social needs
  - 8.2.5. Specialist treatments and therapies required
  - 8.2.6. Vulnerability and safeguarding
  - 8.2.7. Level of attainment
  - 8.2.8. The level of support, special equipment and specialist environment
  - 8.2.9. Input from the applicant, the family or external parties.
- 8.3. The process will consider whether the Academy can offer a suitable curriculum and support for the young person and a decision will be made in consultation with leadership.
- 8.4. In cases where there are significant funding implications there will be consultation with the Local Authority or other external agencies.
- 8.5. Where applicants require additional support due to disability or special educational, health or care needs, the Academy will assess the additional support needs and consider the best ways 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.

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

- 9.1. The Academy welcomes applications from students who may require additional support or who have Educational Health and Care Plans and endeavours to ensure that information and guidance is in an accessible form.
- 9.2. Completion of relevant sections in application and supporting documentation should be provided at interview.
- 9.3. To comply with statutory regulations, students with specific Access Arrangements for examinations will need to re-apply for these on transfer to the Academy. Relevant evidence must be up to date (within the previous 12 months) and provided at interview.

## **10. Admission Appeals**

- 10.1. The Academy Admissions Policy provides detailed guidance on the criteria for accepting applicants as members of the Academy. In all cases, the decision of the Principal is final.
- 10.2. Any applicant wishing to appeal against the Academy's decision to refuse them a place should do so in writing via the Academy's central complaints procedure, please see the Complaints Policy for further information.
- 10.3. Admissible grounds for appeal/complaint under the admission policy are:
  - 10.3.1. Where there is evidence of a failure to implement the Admissions Policy.
  - 10.3.2. Where staff have not behaved in a fair or professional manner.
  - 10.3.3. Where there is additional information directly relevant to the application, which for good reason was not available at the time of interview.
  - 10.3.4. Where there appears to have been an administrative error.
  - 10.3.5. If an applicant presents evidence that there has been discrimination, prejudice or bias shown by the representatives of the Academy.