

LASWAP ADMISSIONS POLICY 2018/19

DATE: December 2016

- (1) LaSWAP is open to all sixth form students who meet the specified entry requirements for the courses on offer. These are outlined on the LaSWAP website under "How to apply". The consortium admits up to 700 students to Year 12 each year. Approximately 300 places are taken by new entrants.
- (2) Entry requirements for each pathway of courses, together with any variations relating to each specific course, are published on the website (updated annually). All students must have passed English or maths GCSE at grade 4 or above, or be enrolled on an appropriate course leading to this qualification. There are no exceptions to this. For entry to A level the applicant must provide documentary proof of having obtained 5 GCSEs at or above grade 6*, or legacy grade B. NARIC (www.naric.org.uk) is the National Agency responsible for providing information and expert opinion on academic **qualifications from overseas**. Where relevant, we would require such information from NARIC in order to establish equivalency of overseas qualifications. It is the responsibility of students applying to provide this information, where it is required.
- (3) In the event that we have more applicants who meet the entry requirements than places, places will be allocated according to the following criteria in order of priority.
 - i. Looked after children or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order.
 - ii. Existing students of the school who are continuing their studies from Year 11.
 - iii. Applicants who are judged to have an exceptional social or medical need. There will have to be a clear link between the child's exceptional need and the school. Parents/carers will need to submit a case supported by appropriate professional evidence from a doctor, social worker, or similar professional. That evidence will need to support the link between the need and the school.
 - iv. Children whose parent is a qualified teacher teaching at the school for two years or more at the time of application and / or children of a qualified teacher teaching at the school who has been recruited to fill a vacancy for which there is a demonstrable skill shortage.
 - v. Distance. Proximity to schools is measured using the local authority computerised mapping system of the area, measured in a straight line ('as the crow flies') between the property address to the centre of the school where the LaSWAP office is based. In the case of blocks of flats, distance will be measured to the centre of the block and the local authority will allocate a rank order for applicants. (The address given must be the one at which the child normally resides).

***This policy was drawn up prior to any publication of the 2018 English/maths new condition of funding grade and the national results for the new GCSEs. Grade entry requirements may be subject to review following national results.**

- (4) External applicants who have registered in advance will be invited to attend *Open Evening* (accompanied by parent/guardian or other responsible adult) and to submit application forms subsequently. Those who submit their application forms by the stated closing date in December will be offered a post 16 advice and guidance meeting with a teacher/tutor to discuss possible options at LaSWAP. Application forms received subsequently will be held on file for consideration at a later stage (see para 9).
- (5) Following the open evening and the individual discussions with teachers/tutors, offers of places in the sixth form will be sent out to external applicants and current year 11 students at the four schools, conditional on meeting the entry requirements of the courses on offer. These letters will not constitute an offer of a place on any specific course based at any particular school. External applicants' current schools/colleges will be asked for their assessments of appropriate post 16 progression routes for their students.
- (6) Following receipt of GCSE results, students holding conditional offers will be invited for further discussion with a teacher/tutor and places on specific courses confirmed or otherwise. Students will be allocated to sets on each course with a view to achieving balanced sets.
- (7) Enrolment at LaSWAP for all students will be conditional on actual GCSE results and entry qualifications, an agreed signed study programme following a post results guidance meeting, and signing the *LaSWAP Learner's Agreement*.
- (8) If more students who meet the entry qualifications are opting for a particular course than there are places available, the above over subscription criteria will apply. Further advice and guidance discussions will be held with students requesting that course to seek to find appropriate alternative choices for those who cannot be accommodated. Typical set sizes are in the 15-20 range.
- (9) If there are still places available on some courses, students whose application forms are being held on file will be contacted, informed of courses with vacancies, and offered an advice and guidance meeting. Enrolments will not occur after 30 September 2017.
- (10) LaSWAP is a consortium of 4 schools within which LaSWAP students have open access to LaSWAP events, the 4 school sites (and therefore, all students and staff on those sites) and also the shared school electronic systems. This context means that it may be incompatible with safety and good order in the schools for students from one of the 4 LaSWAP schools who are permanently excluded or have been permanently excluded or students from one of the 4 LaSWAP schools who have been placed on a managed move as an alternative to permanent exclusion to be admitted as a post 16 LaSWAP student. The decision about whether to admit such a student will be based on a risk assessment.
- (11) Students who are not offered places have the right to a review of the decision by the LaSWAP Governors' Forum. This will not affect their right to subsequent formal appeal via the statutory procedures.
- (12) Requests to repeat an academic year
We do not offer places for re-sit and re-take years. Re-sit and re-take years are not funded by the EFA (see paras 107 and 108 of Funding Guidance for young people

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2013/14, EFA). As a comprehensive and inclusive sixth form, we have always sought to support vulnerable students and we will consider requests for exceptions to this where we have evidence of genuine extenuating circumstances which have affected a student's ability to achieve – these are described by the EFA as "exceptional circumstances outside the control of the student or institution". Provided that there is reasonable evidence that the exceptional circumstances no longer persist, such requests will be referred to the Director of Sixth Form, whose decision will be final. Where requests are granted, an application should be made following the same process as all applicants.

- (13) Requests to join at year 13
Applications to join year 13 from year 12 students who are attending other institutions will be considered, subject to assessment by the receiving LaSWAP school and a portfolio of work.

Transition from year 12 to year 13 or from level 2 to level 3 Advanced

Where students are accepted onto two year courses, teaching for the length of the course will be provided in LaSWAP, however, teaching groups may be re-timetabled between schools to ensure specialist teaching is always provided. Transition across years is not automatic and is dependent on meeting the entry criteria relevant to the student's study programme as below. Support and guidance will be available for any student who does not qualify to return for a second year of study.

(1) Academic and personal conduct

All students' academic conduct is closely monitored and causes for concern managed through an individualised academic conduct process. For all programmes, where a student finishes a year on an academic cause for concern category, this category will transfer with the student across the year.

(2) Entry criteria

All year 2 students must have passed English or maths GCSE at grade 4, or above, or be enrolled on an appropriate course leading to this qualification. There are no exceptions to this.

Academic

A level Yr1 to Yr2 – continuation of at least 3 A levels where performance in the year 12 high stakes exams indicates success at A level. Students who are able to continue with only 2 A levels will be invited for an interview with their Head of Sixth to explore options to achieve a full programme and to ensure a suitable onward progression route is available.

Applied

- i. Level 3 BTEC Yr1 to Yr 2 – passes in all of the year 1 units.
- ii. Level 2 BTEC to Level 3 BTECs – a distinction in the relevant vocational course or a merit with a portfolio showing distinction level work, plus GCSE English or maths at grade 5 or above.