

## LaSWAP ADMISSIONS POLICY 2019/20

Contact: Director LaSWAP

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- (1) LaSWAP is open to all sixth form students who meet the specified entry requirements for the pathways and courses on offer. These are outlined on the LaSWAP website under *What to study*. The consortium admits up to 700 students to Year 12 each year.
- (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 all pathways the applicant must provide documentary proof of GCSE results. NARIC ([www.naric.org.uk](http://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. Students 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. 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).

- (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.
- (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 (applicants) will be invited for an enrolment appointment with a teacher/tutor. Places on specific courses will be confirmed or reviewed.
- (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. Students will be allocated to sets on each course with a view to achieving balanced sets.
- (9) Late applications will be considered 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.
- (10) LaSWAP is a consortium of four schools within which LaSWAP students have open access to LaSWAP events, the four 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 excluded or managed moved students from one of the four LaSWAP schools to be admitted as a post 16 LaSWAP student. This includes students who are permanently excluded or have been permanently excluded or have been placed on a managed move as an alternative to permanent exclusion. 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 Education and Skills Funding Agency (ESFA).

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 ESFA as "...where there are exceptional circumstances outside the control of the student or institution, such as a period of long term sickness, or good educational reasons". 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 availability, 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. Teaching groups may be re-timetabled between schools, however, 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

A student's academic conduct record will follow a student throughout their time at LaSWAP.

#### (2) Entry criteria

All year 13 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.

#### (3) Automatic progression criteria

##### Academic

A level Yr12 to Yr13 – 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 Yr12 to Yr 13 – passes in all of the year 12 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.

##### IBCP Diploma

Level 3 BTEC – passes in all year 12 units  
The two IB DP courses – minimum pass grade of a 3 in each  
Reflective project – predicted a grade D (a grade E is not a pass for the IBCP)  
The three core courses – *meeting portfolio expectations* for all three core courses.