



A. ADMISSION OF STUDENTS FOR ENTRY AT YEAR 12 2018/19

For September 2018/19 the College Admission Number for entry into Year 12 will be up to 168 students, including those students transferring from within the College, with a total Sixth Form (Year 12 and 13 combined) capacity of 285 students. Students should normally be aged between 16 and 17 years on the 1 September in the year of entry. A student must complete their Sixth Form Education at the College by the end of academic year in which they reach their 19th birthday.

Landau Forte College Derby is an Academy which is a state-funded *independent* school.

Applications are made directly to the College, with separate processes for those applicants who are existing students and those who would be new to the College, as outlined below. Students who attend the College in Year 11 will have the right to progress into Year 12 provided that they meet the academic requirements for general entry and to the specific courses which they wish to study.

Students external to the College at Year 11 may apply for entry into Year 12 of the College. The same academic ability requirements that apply to students transferring internally will apply to external applicants. Unlike applications to join Year 7 at the College, no distinction is drawn between Catchment Areas 1 and 2: Catchment Area 1 is the Derby City electoral wards of *Abbey, Derwent, Arboretum, Normanton and Sinfin*; Catchment Area 2 is an encircled geographical area measuring 4.75 miles in radius from the College and includes all of the remaining 12 electoral wards of the City of Derby and those parts of *Derbyshire* which are within a 4.75 mile radius of the College not including Catchment Area 1 and 2. In addition to those young people living in these catchment areas, applications are accepted by prospective students who live outside of the catchment areas, for whom daily travel to the College would be feasible.

B. EXPECTATIONS

1. Students will need to be committed to the College's approach, including the emphasis on business dress, the longer working day and the five-term year. They must be willing to give of their best and to take part in the wider life of the College, and embrace the opportunities for personal development.
2. We expect students to have the support of parents or carers who are also committed to the College's approach and we would expect them to take a keen interest in their child's learning, progress and social development at the College.

C. APPLICATION PROCESS

Sixth Form Admissions Criteria for All Level 3 Applicants 2018/19

Students must:

- be interested in studying within the range of subjects and the permitted combinations on offer;
- have five GCSEs at grades A* to C or equivalent (Grade 9-5), to include Grade 9-5 in GCSE English and Mathematics.
- have grades 9-5 in English and Mathematics or equivalent, for all pathways;
- meet specific subject entry requirements;
- submit their application by the respective deadline, outlined below.

Sixth Form Admissions Procedure 2018/2019 – Existing Students

Information Evening: Wednesday 11 October 2017 - 6.00pm

All Year 11 Landau Forte College Derby students, together with parents/carers, are invited to attend the Information Evening on Wednesday 11 October 2017, at 6.00pm. In October, students will receive a 'Sixth Form Learning Pathway' form on which they can indicate their chosen courses, which must be returned by Thursday 9 November via the students' Personal Tutor to Reception.

Thursday 9 November 2017

This is the final deadline for applications from existing students for admission to Sixth Form Education at Landau Forte College Derby, commencing in September 2018.

January 2018

A conditional offer will be made in January 2018, which states the combination of subjects offered. Please note that courses offered are subject to demand. The pro-forma indicating whether the applicant intends to accept the offered place should be returned by the date indicated on the letter.

Sixth Form Admissions Procedure 2018/2019 – New Students

Information Evenings:

- *Wednesday 11 October 2017 - 6.45pm*
- *Thursday 12 October 2017 - 6.00pm*

Students who would be new to the College, along with parents/carers, are invited to attend one of the Information Evenings, as above, and must confirm their attendance with the College. Prospectuses and application forms are available from the College, or via the College's website, from late September.

31 January 2018

This is the final deadline for admission to Sixth Form Education at Landau Forte College Derby, commencing in September 2018.

February 2018

Decision letters will be sent out in late February 2018, and/or once predicted grades are received from the applicant's current place of study, informing students of the outcome of their application. If they have been successful then a conditional offer will be made which states the combination of subjects offered (please note that courses offered are subject to demand).

Applicants will either receive a conditional offer, or a 'hold' until GCSE results are known. A reply pro-forma, indicating whether the student wishes to accept or decline a conditional place, must be completed and returned to the College.

F. ALLOCATION OF PLACES

Conditional places will be offered where the applicant current academic progress - as indicated by current attainment measures, for existing students, or by the predicted grades provided by an external applicant's current school – indicates that they will meet entry criteria and therefore be suitable for the courses they have chosen to study for their Sixth Form pathway.

Applicants in receipt of a conditional offer are required to contact the College to confirm their KS4 attainment on GCSE results day:

- If the applicant has met both general entry requirements and the subject-specific requirements for the courses they applied to study then the applicant will be accepted to the College
- Where an applicant has received a 'hold' letter, but has attained more highly than was indicated at the time decisions were made, they should contact the College on GCSE results day. If a 'hold' applicant has met the general entry requirements and subject-specific entry requirements for the courses they wish to study, and the College has space available on those courses, as well as in terms of its overall capacity in the Sixth Form, then a place would be offered at that time.
- If the applicant has not met either the general entry requirements and/or the subject-specific requirements for the courses they applied to study, but clear evidence indicates that they will be successful on their chosen course of study an exception may be made.

Places will be confirmed in writing, subject to proof of results and prospective students must confirm whether they wish to take up their place at Landau Forte College Derby.

G. OVERSUBSCRIPTION CRITERIA

Where the number of prospective Sixth Form students, who are in receipt of an offer and fully meet both general and subject-specific entry requirements for admission, is greater than can be accommodated by the College, in terms of the overall size of the cohort or a particular subject cohort, the following oversubscription criteria will be applied:

- a. Students who applied and accepted a conditional offer by the respective deadlines, and who fulfil the academic entry criteria;
- b. Looked After Children or children who were or who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order 67 and who fulfil the academic entry criteria. A Looked After

Child is defined as a child who is (i) in care of a local authority, or (ii) being provided with accommodation by a local authority in the exercise of their social care functions (see the definition in section 22(1) of the Children Act 1989).

- c. Applicants who have a Statement of Special Educational Need, Education Health Plan and who fulfil the academic entry criteria;
- d. Applicants who live in Catchment Area 1 or Catchment Area 2 (defined in Section A) and who fulfil the academic entry criteria.
- e. Siblings of an existing student at the time of admission who fulfil the academic entry criteria, will be given preference provided that the applicant (without prejudice to the conditions set out at a) or b). Siblings are defined as *brothers* or *sisters* who are either (i) a blood relative or (ii) are a sibling by legal adoption.

H. ARRANGEMENTS FOR APPEALS PANELS

Parents/carers will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. The Appeal Panel will be independent of the Academy. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education as it applies to Foundation and Voluntary Aided schools (see Appendix 1). The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and it is binding on all parties.

Appendix 1

TIMETABLE FOR APPEALS FOR ADMISSIONS TO YEAR 12 2018/19

Initial conditional offer or holding letter sent to prospective student by the College	January – February 2018
Place confirmed in writing	Within 5 working days of results being confirmed, in August
Parent/Carers who wish to Appeal should contact Landau Forte College in writing	By 24 August 2018
Landau Forte College will send an Appeals Form and further Guidance to Parent/Carers	Within 2 working days
Deadline for Parent/Carers to return their Appeal Form to Landau Forte College	6 September 2018
Notification of the date, time and venue for the Appeal will be sent to Parent/Carers along with the Generic Case for the College	10 working days prior to the commencement of Appeal Hearings
Deadline for submission of evidence supporting the Appeal to the Appeals Clerk for the College	3 working days prior to Appeals Hearing
Outcome of the Appeal confirmed in writing to Parent/Carers	Within 5 working days of Appeal Hearing