



## **ADMISSIONS POLICY 2019/20**

### **1. Vision**

Our vision at Landau Forte College is to ensure that every young person is inspired, engaged and challenged to achieve at the highest possible level. At the heart of everything we do is a strong moral purpose to ensure all young people have access to the highest quality education and enrichment experiences. We are relentlessly ambitious for our students in their future aspirations and we want their success to go beyond academic achievement.

The College aims to ensure that our young people leave as confident, healthy, secure and independent individuals who have a love of learning and are ready to make a personal contribution to society.

### **2. Rationale**

Landau Forte College Derby operates an Admissions Policy for post 16 students which will:

- be consistently applied and clearly transparent to all stakeholders
- meet the needs of the students
- meet the needs of the parents and carers
- meet the requirements of the Law

## **ADMISSIONS POLICY 2019/20**

### **1. Introduction**

- 1.1** Landau Forte College is an Academy, which is a state funded independent school, in Derby offering education to students beyond the age of 16.
- 1.2** This policy will provide transparency and consistency in all our admissions' procedures.
- 1.3** Staff of the College will ensure that information regarding entry criteria and application procedures are available to all stakeholders.
- 1.4** Students will be helped by staff to choose courses appropriate to their aspirations.

### **2. Definitions**

For the purposes of this Admissions Policy, the following will apply

- 2.1** 'Children Looked After' has the meaning set out in the Children 1989 Section 22(1) and the Adoption and Children Act 2002 section 46 (adoption orders).
- 2.3** 'The College' means the Landau Forte College Derby
- 2.4** 'Sibling' means any Eligible Applicant residing at the same address as the Applicant and as part of the same family unit at the time of the proposed admission, whether as a full, half, step, adopted or foster sibling.

### **3. Planned admission numbers**

- 3.1** For September 2019 the College Admission Number for entry into Year 12 will be up to 140 students, including those students transferring from within the College, with a total Sixth Form (Year 12 and 13 combined) capacity of 257 students.

### **4. Admission to the Sixth Form**

- 4.1** 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.

**4.2** Applications are made directly to the College. There are separate processes for those applicants who are existing students and those who will be new to the College outlined in section 7.

**4.3** Students external to the College at Year 11 may apply for entry into Year 12 at the College. Unlike applications to join year 7 at the College there is no distinction 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

## **5. Entry Requirements for all Level 3 courses**

**5.1** The same academic ability requirements apply to those students transferring internally as to those applying externally

**5.2** Students must be interested in studying within the range of subjects and the permitted combinations on offer and have attained:

- five GCSEs at grades 9-4, to include Grade 9-4 in GCSE English and Mathematics.

(Applicants from schools where GCSEs are not studied should have equivalent qualifications and they need to prove the equivalence to the College. They should also be able to demonstrate that they are working at a level comparable to GCSE qualification)

- grades 9-4 in English and Mathematics or equivalent, for all pathways

**5.3** Students must meet specific subject entry requirements

**5.4** Students must submit their application by the respective deadline

**5.5** Special consideration will be given to applicants who are children who are Looked After.

## **6. Additional Requirements**

**6.1** 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.

- 6.2** The College expects students to have the support of parents or carers who are also committed to the College's approach and expects them to take a keen interest in their child's learning, progress and social development at the College.

## **7. Admissions Procedure: 2019/2020**

### **7.1 Existing Students Information Evening: Wednesday 10 October 2018 - 5.00pm**

All Year 11 Landau Forte College Derby students, together with parents/carers, are invited to attend the Information Evening on Wednesday 10 October 2018, at 5.00pm. 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 15 November via the students' Personal Tutor to Reception.

### **7.2 New Students Information Evenings: Wednesday 10 October 2018 - 6.00pm Thursday 11 October 2018 - 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.

## **8. Application deadlines**

### **8.1 Existing Students' application deadline: 16 November 2018**

The final deadline for applications from existing students for admission to Sixth Form Education at Landau Forte College Derby, commencing in September 2019 is 16 November 2018.

### **8.2 New Students' application deadline: 01 February 2019**

The final deadline for applications from new students for admission to Sixth Form Education at Landau Forte College Derby, commencing in September 2019 is 01 February 2019.

## **9. Offers of Places**

- 9.1** Conditional places will be offered where the applicant's 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.

## **9.2 Existing Students: by the end of January 2019**

Offers of conditional places will be made by the end of January 2019, which will state 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 in the letter.

## **9.3 New Students: by the end of February 2019**

Decision letters will be sent in late February 2019, 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.

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

**9.5** 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.

**9.6** 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.

**9.7** 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.

**9.8** 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.

**9.9** Enrolment dates will be published on the College website and in the confirmed offer letter sent to the student.

## **10. Appeals**

**10.1** The College will set up an independent complaints procedure which will allow students, parents and carers to make an appeal against a decision made by the College. The arrangements for appeals will be in line with the Code of Practice on Schools Admissions Appeals published by the Department for Education as it applies to Voluntary Aided Schools (see appendix 1).

**10.2** **The outcome of the complaints procedure is final and binding on all parties.**

## **11. Oversubscription Criteria**

**11.1** 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:

- Students who applied and accepted a conditional offer by the respective deadlines, and who fulfil the academic entry criteria;
- 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.
- Applicants who have a Statement of Special Educational Need, Education Health Plan and who fulfil the academic entry criteria;
- Applicants who live in Catchment Area 1 or Catchment Area 2 (defined in Section 4.3) and who fulfil the academic entry criteria.
- Siblings of an existing student at the time of admission who fulfil the academic entry criteria.

## **12. General**

**12.1** The College may subsequently withdraw a place if false, incorrect or misleading information has been provided which has led to a place being offered or has advantaged the Applicant in the priority order for oversubscription.

**12.2** It is unlikely that a student will be permitted to re-sit a year at this College on the same or similar course, unless there are exceptional circumstances which will be considered carefully.

**12.3** Students will be set academic, attendance, punctuality and study targets at the beginning of each year of their course. The compliance to their targets will be

monitored regularly through the Performance Indicator schedule. Students are expected to meet, or exceed, their targets. However, each student will be treated as an individual and the staff will be mindful of any special circumstances which may have led to a student not meeting his/her targets.

- 12.4** Progression to Year 13 is conditional on satisfactory completion of Year 12.
- 12.5** In order to progress to Year 13 study, those students taking a BTEC course should meet the progression criteria required by the course and all coursework must be up-to-date and at an acceptable standard.
- 12.6** Should students fail to meet their targets, they will be required to participate in additional studies outside the College day, week or term.
- 12.7** Continuous failure to meet targets will forfeit the student's right to progression on the course, unless there are exceptional extenuating circumstances recognised by the College.

## Appendix 1

### TIMETABLE FOR APPEALS FOR ADMISSIONS TO YEAR 12 2019/20

<b>Initial conditional offer or holding letter sent to prospective student by the College</b>	<b>January – February 2019</b>
<b>Place confirmed in writing</b>	Within <b>5</b> working days of results being confirmed, in <b>August</b>
<b>Parent/Carers who wish to Appeal should contact Landau Forte College in writing</b>	<b>By 23 August 2019</b>
<b>Landau Forte College will send an Appeals Form and further Guidance to Parent/Carers</b>	Within <b>2</b> working days
<b>Deadline for Parent/Carers to return their Appeal Form to Landau Forte College</b>	<b>5 September 2019</b>
<b>Notification of the date, time and venue for the Appeal will be sent to Parent/Carers along with the Generic Case for the College</b>	<b>10</b> working days prior to the commencement of Appeal Hearings
<b>Deadline for submission of evidence supporting the Appeal to the Appeals Clerk for the College</b>	<b>3</b> working days prior to Appeals Hearing
<b>Outcome of the Appeal confirmed in writing to Parent/Carers</b>	Within <b>5</b> working days of Appeal Hearing



**RESPONSIBILITY**

<b>Responsible Staff</b>	<b>Ms Alison Brannick / Dr Andrew Delbridge</b>
<b>Policy administrator</b>	Miss Lauren Walendziewski
<b>Approving body</b>	Governors
<b>Review date</b>	July 2019
<i>All policies are available to stakeholders either on the College website or upon request from the College Office.</i>	