



THE CITY OF
LEICESTER
COLLEGE

Admissions Policy (Sixth Form) 2024 - 2027

Approved by:	Governing Board	Date: 23 rd June 2025
Last reviewed on:	Summer Term 2024	
Next review due by:	Summer Term 2027	
Chair of Governors:	<i>JS Andrews</i>	

The City of Leicester College is a successful Sixth Form with a varied Level 3 curriculum. We will admit applicants who we believe will be successful by following the curriculum that we offer. All applications for places will be considered in accordance with the arrangements set out in this policy.

The Sixth Form Admissions limit is 370. As a result of this limit, our projected intake into Year 12 each year will be a maximum of 200 of which the majority are likely to be students who are currently studying at The City of Leicester College. We also welcome applications from students currently studying at other schools/colleges.

Applications from existing TCOLC students should be made using the PS16 online application system. PS16 will be introduced to Yr11 students in PHSE lessons. Applications from external students should also be made via the PS16 online application system. A link to this system will be signposted on the college website. All applications that are submitted before the 31st January deadline will be considered. Any enquiries about applications should be directed to the Sixth Form Administrator: rvincic@tcolc.aspirelp.uk

Our criteria for making an offer will then be based on:

1. The applicant being predicted to achieve the minimum course entry requirements [Appendix 1]
2. Receiving a positive, supportive reference from their previous school/college.
3. Having an attendance at school of at least 93%
4. Existing TCOLC students should have an acceptable behaviour record in KS4. Students with multiple fixed term exclusions will not be considered.

Applicants may be invited for an informal interview. The interview gives applicants the opportunity to ask questions about college life and discuss the courses that they would like to study. The interview focuses on impartial guidance, exploring all aspects of the application. The aim of the interview is to ensure that an applicant has selected a programme of study that builds on their prior attainment and will enable them to develop clear, ambitious and realistic plans for their future. Provisional subject choices are recorded; these may differ from those on the application form.

Applications received after 31st January will be considered in date order and any offers will be subject to availability. Any application received after the start of the academic year may be added to a waiting list.

If the Sixth Form is oversubscribed, or a course becomes oversubscribed, we will allocate places using the following selection criteria:

1. Children in Public Care [Looked After children]
2. Students who have been studying at The City of Leicester College in Year 11

If the above criteria are insufficient for a decision to be made, then we will distinguish between candidates using the distance from their home address to the Sixth Form. Priority will be given to students based on geographical proximity to the college.

Applications from those with a **special educational need, EHCP** or medical condition will be given equal consideration under the admissions criteria.

Our admissions procedure follows the Admissions Code laid out by the Department for Education.

Students admitted in Yr12 onto a two-year programme will be considered for progression to the second year if they have met the expectations of behaviour and attendance set out in the Sixth Form Behaviour and Attendance Policy. **Performance in their Yr12 assessments will also be considered.** Where there are significant concerns the student and their parents will be invited to a formal interview. If the college feels that the student will be unsuccessful on their current programme of study, we will advise them of alternative options.

APPEALS

The appeals procedure for the Sixth Form is undertaken internally and in the first instance and should be addressed to the Assistant Headteacher with responsibility for the Sixth Form: cdakin@tcolc.aspirelp.uk

Appendix 1: Non-Standard Applications

The majority of the College's applicants are in Yr11 of full-time education when they apply.

Other applications will also be considered as follows:

- Applications from young people below the age of 19 on 31 August in year of entry who have completed their education up to GCSE level and are no longer in full- or part-time education: such applications will be considered on an individual basis.
- Applications from young people below the age of 19 on 31 August in year of entry who have completed their compulsory education but are in full or part-time education at level 2 (GCSE level): such applications are considered on an individual basis
- Applications for Year 2 courses from those who have taken their first year elsewhere: applicants would be expected to meet the normal admissions criteria and the progression requirements for Year 2. Such applications will be considered on an individual basis.
- Applications from students already following A level (or equivalent) courses to restart will be considered only in exceptional circumstances.
- International applicants will be considered on an individual basis; the procedures in this policy will apply as far as appropriate. Where applicants are seeking admission with non-standard qualifications (for example, applicants with overseas qualifications), the College will consider the extent to which these qualifications are equivalent to those set out in this policy.
- Applications which identify that applicants have not previously been taught in English may be required to undertake assessments to determine their suitability for their chosen courses.
- The College does not offer places to students applying to start their courses aged 19 years or over on 31 August in the year of entry.

- The College does not enrol students for part-time study.
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- Appendix 2: Timeline of application process

The time scale for applying into the Sixth Form here is indicated below:

Stage 1: September, October

Do your research – find out about the different courses offered. There will be an open evening in November when you talk to teachers about the different courses.

We strongly urge you to research beyond Sixth Form looking at qualifications required for different career avenues or university choices.

Stage 2: November, December, January:

Submit an application form using the PS16 application system. The deadline for applications is 31st January.

Stage 3: February, March:

Interviews

Applicants may be interviewed. This is to ensure that your option choices are realistic and fit with your future aspirations. It is also an opportunity for you to ask any questions.

Stage 4: March/April:

Letters of Acceptance sent to successful applicants. Communication will be made via PS16

Stage 5: May/June:

Invitations to the Yr12 Transition Day sent. Transition Day takes place towards the end of the summer term.

Letter informing students of Enrolment arrangements in August/September

August: Results published

Stage 6: August, September:

Yr12 enrolment and start of term.