



# Admissions Policy (Sixth Form)

<b>Approved by:</b>	Governing Board	<b>Date:</b> 25.03.2021
<b>Last reviewed on:</b>	Oct 2019	
<b>Next review due by:</b>	March 2022	
<b>Chair of Governors:</b>	<i>J S Andrews</i>	

The City of Leicester College is an inclusive Sixth form with a broad 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 although some flexibility exists if space is available in appropriate Programmes of Study. As a result of this limit, our projected intake into year 12 each year will be 220 of which the majority are likely to be students who are currently studying at The City of Leicester College.

Applications should be made via the PS16 online application system. A link to this system will be signposted on the college website. For applicants without access to PS16 there is an application form on the college website. All applications that are submitted before the 31<sup>st</sup> January deadline will be considered. Any enquiries about applications should be directed to the Sixth Form office manager: [dgoldby@cityleicester.leicester.sch.uk](mailto:dgoldby@cityleicester.leicester.sch.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 90%

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 31<sup>st</sup> 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 significant learning difficulty, disability or medical condition will be given equal consideration under the admissions criteria.

Our admissions procedure follow 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 Home/College agreement. (Appendix 4). Performance in their end of Yr12 exams will also be considered. A grade D in an end of year examination is required for automatic progression into the second year of that course. 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 would be addressed to the Head Teacher: [kvernon@cityleicester.leicester.sch.uk](mailto:kvernon@cityleicester.leicester.sch.uk)

## Appendix 1: Entry Requirements

# **The City of Leicester College - Entry Requirements for Courses 2021 entry**

### **GENERAL ENTRY REQUIREMENTS**

For all Level 3 pathways five passes (9-4) or more at GCSE's are required including at least grade 4 in Maths and/or English Language. The following Level 3 pathways are available:

- STEM Pathway: 6 passes 9-6 inc. English & Maths grade 6. Three A level choices from: Maths\*, Further Maths, Physics, Chemistry, Biology, Computer Science. Plus, Level 3 Extended Project. \*Maths essential
- Advanced Pathway: 5 GCSE's 9-4 inc. English & Maths grade 4. Subject specific criteria apply (see below). A level/Vocational Choices with Extended Project or Core Maths
- Transition Pathway: 5 GCSE 9-4 inc. grade 4 in English or Maths. Vocational Diploma plus 1 other Level 3 course. GCSE English or Maths as required.

### **A LEVEL**

	GCSE Maths	Other Requirements
Accountancy	Grade 6	
Art		GCSE 5 in Art or previous portfolio evidence
Biology	Grade 6	66 in Double Science; if triple 665 with 6 in Biology
Business St		
Chemistry	Grade 6	66 in Double Science; if triple 665 with 6 in Chemistry
Computing	Grade 6	
Core Maths (AS)	Grade 5	
Drama		GCSE Drama is not essential but previous performance experience is desirable.
Economics		
English Lit		Grade 6 in English Literature
Politics		Grade 5 in English Language
Geography		Grade 6 in Geography if taken.
Graphic Design		Grade 6 in Graphics or previous portfolio evidence
History		Grade 6 in History if taken. Preferably Grade 6 in English Language. If not taken History, definitely a 6 in English Language.
Mathematics	Grade 6	In exceptional circumstances Grade 5 will be considered. In exceptional circumstances Grade 4 in English Language may be considered.
Further Maths	Grade 7	In some circumstances a grade 6 will be considered.
Media studies		
Photography		Previous A,D &T portfolio experience is beneficial
Physics	Grade 6	66 in Double Science; if triple 665 with 6 in Physics
Psychology		
Religious Studies		
Sociology		

## VOCATIONAL COURSES - LEVEL 3

	Requirements
BTEC Business Diploma/Ext Cert	Merit at BTEC Level 2 if taken; Grade 5 in GCSE Maths & English is desirable
BTEC Health & Social Care Diploma/Ext Cert	Merit at BTEC Level 2 if taken; Grade 5 in GCSE English is desirable
Cambridge Technical Sport Extended Certificate	Grade 5 in GCSE Maths & Grade C in Science is desirable
Cambridge Technical IT Int Diploma/Diploma	Merit at Level 2 if taken; Grade 5 in GCSE Maths
AQA Applied Science Extended Certificate	Grade 5's in Maths and Science subjects
BTEC Art & Design Extended Certificate	An interest in or experience of Art & Design is essential. It is preferable if you have studied a creative subject at GCSE.

## Guide to Vocational Qualifications

We offer the following Level 3 vocational qualifications:

- BTEC/Cambridge **Diploma** = 720 GLH or equivalent to 2 A levels
- BTEC/AQA/Cambridge **Extended Certificate** = 360 GLH or equivalent to 1 A level
- Cambridge Technical **Introductory Diploma** = 360 GLH or equivalent to 1 A level
- Cambridge Technical **Diploma** = 720 GLH or equivalent to 2 A levels

All Diploma courses are studied over 2 years

Extended Certificate/Introductory Diploma courses can be studied over 2 years (Yr12 students) or 1 year (Yr13 students).

Equivalence is hard to define but in simple terms the qualification is worth the same number of UCAS points; so an A level or a BTEC Level 3 Extended Certificate are worth the same number of UCAS points.

## GCSE and VOCATIONAL - LEVEL 2

To access the level 2 pathway students will need a majority of grade 3's at GCSE. Students will be required to take GCSE's in English and Mathematics (unless they have a grade 4) alongside a Level 2 Cambridge Technical Diploma in either Health and Social Care or Business Administration. These courses will run for one year and once completed successfully will enable you to progress onto Level 3 courses in the following year.

The Cambridge Technical Diploma courses are equivalent to 3 GCSE's

## Appendix 2: 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.

### Appendix 3: 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 PS16 application system. The deadline for applications is 31<sup>st</sup> 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: April May:**

Letters of Acceptance sent to successful applicants

May is the final date for students to confirm a place

#### **Stage 5: June:**

Letter informing students of Induction arrangements in August/September

August: Results published

Once you have your results you can finalise your post-16 options on return to sixth form in September.

#### **Stage 6: August, September:**

Sixth Form Induction begins

## Appendix 4: Home/College agreement

At TCOLC Sixth Form we have high expectations for both ourselves as an institution and our students. This document aims to clarify what we can expect from each other.

### **TCOLC Sixth Form aims to provide:**

- A varied and rich programme of study with courses that are taught by subject specialists
- A friendly and caring environment
- Support staff, including a form tutor and Sixth Form mentors
- A pastoral programme that will enable you to develop study skills and strategies for independent learning
- Support in progressing onto the next stage of your career (university/ the workplace/ apprenticeships)
- A variety of enrichment opportunities that will enable you to develop skills outside of the classroom and experience opportunities related to your chosen career path
- Opportunities to work with students from other year groups in a mentoring/ support/ leadership capacity
- Regular progress reviews and opportunities to meet and discuss with your parents/ guardian
- Support for any special learning needs you have

### **Our expectations of students:**

- Attend and be punctual to all of your timetabled sessions; maintaining high levels of attendance (minimum 96%). Adherence to the college attendance policy.
- Complete all work to a high standard
- To meet your deadlines for submitting work
- Show respect to all members of the college community
- Communicate regularly with your subject teachers; with regard to class work, independent study, deadlines and absences
- Act as a positive role model for younger students and behave professionally around the site
- Respect others right to learn
- Dress appropriately (no jeans with rips in; no offensive messages on t-shirts; no caps to be worn inside the building; no visible headphones/music devices around the corridors)
- Restrict the personal use of mobile phones to non- lesson times and only in Sixth Form areas.
- Wear your lanyard containing your college ID (photo visible) at all times.