

Littleover Community School

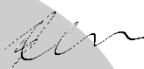


and Sixth Form Centre

Sixth Form Admissions Policy

2026/2027

School Leader	Mr R Archer
Link Governor	Brian Scanlon

Policy approved on (date):		29/03/2023	
By:	Governing Board	Signed:	

Last reviewed on :		28/07/2026	
By:	R. Archer/ SLT	Signed:	Rob Archer

Date of next review :	September 2027
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Rationale

Littleover Community School operates an Admissions Policy for Sixth Form 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

All policies are available to stakeholders either on the LCS Sixth Form website or upon request from the LCS Sixth Form office.

ADMISSIONS POLICY 2025/26

1. Introduction

- 1.1 Littleover Community School (LCS) is a state funded, Local Authority 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 LCS 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).
- 2.2 '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 Admission numbers for Year 12 can vary slightly each year, but our standard intake number is 180 students, including those students transferring from within the school, with a total Sixth Form (Year 12 and 13 combined) capacity of 360.

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 LCS by the end of academic year in which they reach their 18th birthday – only in exceptional circumstances will students be allowed to repeat a year due to the limited spaces available in each year group..
- 4.2 Applications are made directly to LCS.
- 4.3 Students external to LCS at Year 11 may apply for entry into Year 12 at LCS. Unlike applications to join year 7 at LCS there are no catchment area restrictions for Post 16 students and applications are accepted by prospective students who live outside of the catchment areas, for whom daily travel to LCS would be feasible

5. Entry Requirements for all A Level 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 9-5, which must include grade 9-5 in GCSE English Language and Mathematics.
 - For subjects students wish to study at A Level, grades 9-6 at GCSE level would be expected. For some subjects, students may be required to achieve a grade 7 or above at GCSE level, for example in Maths.
- (Applicants from schools where GCSEs are not studied should have equivalent qualifications and they need to prove the equivalence to LCS Sixth Form. They should also be able to demonstrate that they are working at a level comparable to GCSE qualification)
- 5.3** Students must meet specific subject entry requirements (see details in the Sixth Form Prospectus)
- 5.4** Special consideration will be given to applicants who are children who are Looked After.

6. Admissions Procedure:

6.1 Information Evening: October (check website for exact date and times)

All Year 11 LCS students, together with parents/carers, as well as students and their parent/carers who would be new to LCS are welcome to attend the Information Evening in October.

7. Application deadlines

- 7.1** The final deadline for all applications to Sixth Form Education at LCS is the first Friday of December of Year 11.

8. Offers of Places

8.1 Conditional places and reserve list places will be offered where the applicant's current attitude to learning and academic progress - as indicated by the predicted grades and report attributes/behaviour record that must be provided before any offer will be considered – indicates that they will meet entry criteria and therefore be suitable for the courses they have chosen to study for their Sixth Form pathway. Current LCS students who apply will all be invited for a Careers guidance interview. Some students who apply from external providers will also be invited for guidance interviews if it is felt that their subject choices etc. need to be discussed.

8.2 Offers of conditional places and reserve list places will be made by the end of March, which will state the combination of subjects offered. Please note that courses offered are subject to demand. The offers will be confirmed via email and applicants must respond to the offer by completing an online form confirming their response to the conditional/reserve list offer. If applicants do not respond to this offer by the deadline then LCS 6th Form will assume that the applicant no longer wishes to be considered for a place.

Applicants will either receive a conditional offer, or a 'reserve list' offer until GCSE results are known. An online enrolment form, indicating whether the student wishes to accept or decline a conditional place, must be completed and returned to LCS by 8:00am on the day after GCSE results day.

8.3 If the applicant in receipt of a conditional offer 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 LCS Sixth Form.

8.4 Where an applicant has received a 'reserve list' email but has met the entry requirements, they should contact LCS Sixth Form on GCSE results day. If a 'reserve list' applicant has met the general entry requirements and subject-specific entry requirements for the courses they wish to study, and LCS Sixth Form has space available on those courses, as well as in terms of its overall capacity in the Sixth Form, then a place could be offered at that time.

8.5 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.

8.6 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 LCS by completing the online enrolment form.

8.7 Enrolment dates will be published on the LCS website and details of the induction programme and enrolment process will be emailed to all offer holders.

9. Appeals

- 9.1** Any students, parents and carers who to make an appeal against a decision made by LCS Sixth Form should direct this to the Headteacher of LCS. If students, parents or carers would like to appeal against the Headteacher's decision then they should direct their appeal to the Chair of Governors.

10. Oversubscription Criteria

- 10.1** 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 LCS Sixth Form, 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 (this includes children who were previously in care outside of England) 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;
 - Students who have the strongest personal statements on their application forms and who fulfil the academic entry criteria.
 - In rare, exceptional cases, siblings of an existing student at the time of admission who fulfil the academic entry criteria.

11. General

- 11.1** LCS Sixth Form 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.
- 11.2** It is unlikely that a student will be permitted to re-sit a year at LCS 6th Form on the same or similar course, unless there are exceptional circumstances which will be considered carefully.
- 11.3** Continuous failure to meet targets will forfeit the student's right to progression on the course into Year 13, unless there are exceptional extenuating circumstances recognised by LCS Sixth Form.