

LIPA
SIXTH FORM
COLLEGE

Admissions Policy
2023 Entry

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Admissions Policy 2023 Entry

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1 Overview and Mission Statement

LIPA Sixth Form College opened its doors to its first Year 12 students in September 2016. A new Free School funded by the Department for Education, we offer full-time University of the Arts London (UAL) Level 3 Extended Diploma pathways in creative and performing arts for 16- 18-year olds from across Liverpool, Merseyside and beyond.

Inspired by the purpose and achievements of the Liverpool Institute for Performing Arts, LIPA Sixth Form College focuses on a range of creative and performing arts pathways. We offer students the opportunity to achieve nationally-recognised UAL Level 3 qualifications, while at the same time experiencing excellent teaching and the breadth of professional industry experience our teaching team offers. Influenced by the LIPA ethos of collaborative working across all pathways and our emphasis on project-based learning, we can provide what our students need to prepare for a wide range of performing, technical theatre and design futures.

“LIPA has proved itself. Now [with LIPA Sixth Form College] we are offering what we do earlier. It’s an exciting development.”

Paul McCartney, Lead Patron, LIPA

Students at LIPA Sixth Form College choose a pathway on which to focus – UAL Level 3 Extended Diploma pathways for September 2023 entry will be offered in Acting, Dance, Music, Musical Theatre, Technical Theatre and Design for Performance.

LIPA Sixth Form College is fully inclusive and works to develop the creative potential of young people from across Liverpool, Merseyside and beyond. Creative and performing arts- specific qualifications and/or previous formal experience are not required to successfully gain a place at LIPA Sixth Form College, as we recognise that not everyone will have had the same opportunities so far. Instead, we look closely at each applicant for evidence of passion, aptitude and potential to make the most of their time with us, in preparation for going on to Higher Education or straight into employment.

However, we require applicants to achieve a minimum of 5 GCSEs at grade 4 or above, to equip them with the skills required to successfully manage the academic element of each pathway. Those students who do not achieve English and/or Maths GCSE at grade 4 or above will be required to retake those subjects alongside and in addition to their UAL Level 3 Extended Diploma studies.

2 Key Principles

LIPA Sixth Form College operate our own arrangements for admissions, and we will

publish our Admissions Policy on our website by 1 October for the forthcoming year. This information will include how many places will be offered in that year, the minimum academic requirements for entry, and how places will be allocated if LIPA Sixth Form College is oversubscribed. It will also include details of how we will operate our Waiting List.

3 Planned Admissions Number and Capacity

LIPA Sixth Form College's capacity is 360. The Published Admissions Number (or PAN) for 2023 is 180. **Applicants for September 2023 entry to LIPA Sixth Form College's pathways will normally have been born between 1 September 2006 and 31 August 2007).**

Our primary geographic catchment area is defined as Merseyside, comprising the postcode sectors below:

- Liverpool - postcodes L1-L19, L24-L27
- Wirral - postcodes CH25-CH32, CH41-CH64
- Sefton - postcodes L9-L10, L22-L23, L29-L31, L37-L38, PR8-PR9
- Halton - postcodes L24, L35, WA4, WA7-WA8
- Knowsley - postcodes L10, L14, L16, L24-L26, L28, L32-L36, WA8
- St Helens - postcodes L34-L35, WA3, WA5, WA8-WA12, WN4-WN5, WN8

If we do not fill our all places through applications from students within this catchment area, we will offer places to applicants from outside Merseyside.

4 Minimum Entry Requirements

It is expected that applicants will achieve a minimum of 5 GCSEs at grade C/4 by August 2023. An offer of a place at LIPA Sixth Form College requires a minimum prediction of 5 GCSEs at grade C/4 or above, to be confirmed in writing by the applicant's current school.

5 Application Process

LIPA Sixth Form College provides a range of creative and performing arts qualifications within a specialist setting. By offering industry-level excellence and experience through learning and training opportunities, we equip our students to move forwards onto the professional ladder, with a range of performance, design or technical skills and understanding which will prepare them for Higher Education or employment. Our Application Process recognises this and reflects our mission and purpose.

There are four stages in the Application Process to join LIPA Sixth Form College:

Stage 1

Applicants are asked to complete and submit the application form for September 2023 entry. Online applications are available on the LIPA Sixth Form College website: [Linked here from 1st September 2022](#)

Application forms must be submitted between 1 September 2022 and 31 January 2023.

All students are recommended to submit applications before the published deadline (31st January 2023). Places may be limited by pathway vacancies.

All applications we receive before the deadline are considered and to help inform our decision as to who will progress to Stage 2 we look at:

- each student application individually;
- the reference provided by the high school or most recent education provider, including attendance, punctuality, conduct and application;
- the predicted grades provided by the high school for Level 2 qualifications;
- the suitability of chosen pathway and level of study;
- the personal statement, including wider interests;
- the commitment to being part of the distinctive LIPA Sixth Form College and their chosen pathway;
- the quality of the application;
- the availability of places;
- the receipt of the application before the deadline.

Stage 2

All successful applicants for September 2023 entry will be invited to attend an assessment session. These will be held during February and March 2023, and applicants will be notified of the date and time - guidance notes to help preparation will also be sent out at this time.

Alternative dates and times can be arranged in the event of a clash with exam-related activity in school (e.g., mock exams), so long as sufficient notice is given.

The LIPA Sixth Form College Assessment Process is made up of three key activities (audition(s)/pre-prepared work, the interview and group workshop) which in turn are referenced against the six key attributes we believe prospective students need to possess to be successful on their pathway. These are:

- 1 knowledge, ability and experience in the chosen pathway;
- 2 commitment to the chosen pathway and to working hard to maximise potential;
- 3 the ability to work effectively with others;
- 4 broad interest and engagement with the wider world;
- 5 self-awareness;

6 a spirit of enterprise and initiative.

Please see the table below for details as to where in the Application Process these attributes are assessed:

LIPA Sixth Form College Key Attribute	Pre-Prepared Work /Audition	Interview	Group Workshop
1 knowledge, ability and experience in chosen pathway	√	√	√
2 commitment to chosen pathway and to working hard to maximise potential	√	√	
3 the ability to work effectively with others			√
4 broad interest and engagement with the wider world	√	√	
5 self-awareness		√	√
6 a spirit of enterprise and initiative		√	√

Assessment sessions will consist of:

Acting

Audition
Interview
Group Workshop

Dance

Audition
Interview
Group Workshop

Music

Audition 1 – Material selected by candidate
Audition 2 – Material selected by LIPA Sixth Form College
Interview
Group Workshop

Musical Theatre

Dance Audition
Singing and Acting Audition
Interview
Group Workshop

Technical Theatre

Pre-prepared work

Interview

Group Workshop

Design for Performance

Pre-prepared work

Interview

Group Workshop

Our assessors will score the audition(s)/ pre-prepared work, the interview and group workshop (if required). The scoring framework we will use for this is as follows:

Audition(s)/ presentation of pre-prepared work						
Inadequate 1	Poor 2	Partial 3	Satisfactory 4	Good 5	Very good 6	Outstanding 7
The applicant is unable to perform or present their work.	The applicant performs or presents work which demonstrates minimal preparation and a limited level of creativity and skill in their specialism.	The applicant performs or presents work which demonstrates some preparation, demonstrating a partial level of skill in their specialism.	The applicant performs or presents prepared work, demonstrating a satisfactory level and of skill in their specialism.	The applicant performs or presents well prepared and considered work, demonstrating good levels of creativity and skill in their specialism	The applicant performs or presents very well prepared and considered work, demonstrating very good levels of creativity and skill in their specialism.	The applicant performs or presents extremely well prepared and highly considered work, demonstrating excellent levels of creativity and skill in their specialism.

Interview			
Poor 1	Satisfactory 2	Good 3	Outstanding 4
The applicant demonstrates a limited level of understanding and commitment regarding their specialism, with an under-developed awareness of their own strengths and areas for further development.	The applicant demonstrates a satisfactory level of understanding and commitment for their specialism, with an awareness of their own strengths and areas for further development.	The applicant demonstrates good levels of understanding and commitment for their specialism, with a good awareness of their own strengths and areas for further development.	The applicant demonstrates excellent levels of understanding and passion for their specialism, with an excellent awareness of their own strengths and areas for further development.

Group Workshop						
Inadequate 1	Poor 2	Partial 3	Satisfactory 4	Good 5	Very good 6	Outstanding 7
The applicant is unable to contribute to the group/ Individual workshop activities.	The applicant's group/ individual skills and contribution is ineffective related to the workshop activities, demonstrating a poor level of creativity and skill in their specialism.	The applicant displays some group/ individual skills related to the workshop activities, demonstrating a partial level of creativity and skill in their specialism.	The applicant displays a command of group skills related to the workshop activities, demonstrating satisfactory levels of creativity and skill in their specialism.	The applicant displays a convincing command of group skills related to the workshop activities, demonstrating good levels of creativity and skill in their specialism.	The applicant displays a very good command of group skills related to the workshop activities, demonstrating very good levels of creativity and skill in their specialism.	The applicant displays excellent group skills related to the workshop activities, demonstrating excellent levels of creativity and skill in their specialism.

Stage 3

Following the assessment sessions, our assessors will review the assessment marks made for each applicant to create an overall ranking of applicants. The maximum mark an applicant can achieve is 18 (a total of 7 marks are available for the pre-prepared element, a total of 4 for the interview and a total of 7 for the group workshop), so those achieving 18 marks will be prioritised over those achieving 17, and so on. *The assessment score of each applicant for audition/prepared work, interview and workshop are for internal use only and will not be shared with applicants when outcomes are sent out.*

Written confirmation of the outcome of the assessment sessions will be sent out to each applicant in April 2023 detailing **either**:

- A conditional offer (dependent on achieving a minimum of 5 GCSEs at grade C/4 or above in their forthcoming exams) to join LIPA Sixth Form College in September 2023 to take up the pathway of their choice, **or**
- A place for the applicant on the college reserve list (see below), **or**
- An opportunity for a second chance audition and interview if the applicant feels they did not do themselves justice at the original assessment session. *NB. Where a student requests this, they forfeit their place on the reserve list should they not improve on their score at second chance audition and interview.*

LIPA Sixth Form College will admit any applicant with an Education, Health & Care Plan (EHCP) whose statement names LIPA Sixth Form College and who meets the minimum GCSE entry requirements **and** who meets the minimum assessment criteria (in audition/pre prepared work, interview & workshop).

Stage 4

For those applicants who have accepted a place at LIPA Sixth Form College for September 2023, an information pack containing details of the enrolment process will be sent out in July 2023.

Enrolment for September 2023 entry will begin on Thursday 25th August 2023. Students will be asked to enrol and bring their GCSE results with them. **It is only at this stage that the offer of a place is finalised and the student will be enrolled providing that they have achieved the minimum entry requirements.**

6 Oversubscription Criteria

In the event of the September 2023 intake at LIPA Sixth Form College being over-subscribed by applicants of equal ability and potential, places will be allocated in the following order of priority:

- 1 We will first admit any applicant with an Education, Health & Care Plan (EHCP) whose statement names LIPA Sixth Form College who meets the minimum GCSE entry requirements and who meets the minimum assessment criteria (in audition/pre prepared work, interview & workshop).
- 2 Where we receive more than 180 applicants who are all predicted to achieve the minimum academic standards of 5 GCSEs at grade C/4 or above, we will apply the following criteria in order:
 - a) Those achieving 18 points in the assessment process in the following order:
 - i. applicants who are, or who have previously been, looked after by a local authority¹
 - ii applicants living within the catchment area of Merseyside who are eligible for Further Education Free School Meals
 - iii applicants living within the catchment area of Merseyside
 - iv applicants living outside the catchment area
 - b) Those achieving 17 points in the assessment process prioritised as at 2a) i-iv above, in that order.
 - c) Those achieving 17 points in the assessment process prioritised as at 2a) i-iv above, in that order.
 - d) Those achieving 16 points in the assessment process prioritised as at 2a) i-iv above, in that order.
 - e) Those achieving 15 points in the assessment process prioritised as at 2a) i-iv above, in that order
 - f) Those achieving 14 points in the assessment process prioritised as at 2a) i-iv above, in that order
- 3 Any other students who are predicted to achieve the minimum academic standards of 5 GCSEs at grade C/4 or above, prioritised as at 2a) i-iv above, in that order.

If oversubscribed within any criterion, LIPA Sixth Form College will prioritise applicants on the basis of the distance of their permanent home to LIPA Sixth Form College. Distance will be measured by a straight line on a map from the front door of the applicant's home address to the front door of LIPA Sixth Form

¹ A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

College using an electronic system, for example Geographic Information Systems (GIS).

If applicants are tied for the final available place because they live exactly the same distance away from the college, places will be allocated randomly and this process overseen by someone independent of LIPA Sixth Form College.

7 Reserve List

It may be that some applicants do not achieve their predicted grades, or decide not to attend LIPA Sixth Form College after they have received a conditional offer. We will therefore establish a Reserve List for those having met the minimum entry standard of 5 GCSEs at grade C/4 or above from August 2023, with applicants on the reserve list prioritised in line with our oversubscription criteria. The Reserve List will operate until the 3rd week of September of each year. We are unable to inform applicants of where they are placed on the reserve list.

8 Second chance audition and interview

Applicants who are not offered a conditional place through this Admissions Process have a right to request a second chance audition and interview. Details of this process will be included in the outcome letter sent out in April 2023. *NB. Where a student requests this, they forfeit their place on the reserve list should they not improve on their score at second chance audition and interview.*

9 Appeals procedure

If, after the second chance audition and interview, an applicant is not offered a place, an appeal may be made.

The appeal must be made in writing to the Sixth Form College Administrator by sending an appeal letter to arrive at LIPA Sixth Form College within fourteen days of the decision being communicated to the applicant following the second chance audition and interview. The appeal letter must clearly state the grounds for appeal and must come after the second chance audition and interview.

We recommend you obtain proof of postage for all appeals correspondence. LIPA Sixth Form College will then send a letter acknowledging receipt of the appeal. Appeals will be considered by a panel of three people, including a chair who is independent of the College, supported by a clerk who is also independent of the College. The appellant and the College will both be required to submit evidence by a set date ahead of the meeting, and the panel may restrict the addition of further evidence after this date. The appellant may attend the appeal hearing in person. The appeal panel will, in the first instance determine whether the second chance process was carried out in a fair, consistent and objective way. If they conclude that it was,

they will dismiss the appeal and uphold the original decision. If they do not find that the second chance process was carried out in a fair, consistent and objective way, they will need to assess whether sufficient evidence has been presented to them to demonstrate that the candidate is of the required artistic standard. The appeal panel will not introduce its own tests to assess artistic suitability.

After careful consideration, the panel will decide to either:

- uphold the original decision
- uphold the Appeal and admit the candidate to the College

The decision of the panel is final and will be communicated in writing.

10 Late Applications/Waiting List

Applications received after the deadline of 31 January 2023 will only be considered should places remain after the consideration of all applications received on or before the deadline. If, following consideration of all applications, LIPA Sixth Form College is oversubscribed, late applicants may request that they are placed on LIPA Sixth Form College's Waiting List and request to be contacted if places become available. This Waiting List will remain in place until 31st December 2023.

11 Equality and Diversity

In operating admission arrangements, LIPA Sixth Form College will do everything it reasonably can to enable every applicant to perform at their best, and in making acceptance decisions will not discriminate between applicants on grounds of gender, gender reassignment, disability, SEN, faith, ethnicity, socio-economic class or sexual orientation provided they meet the criteria for entry.

12 Timetable for Applications for September 2023 entry

1 March 2022	September 2023 entry Admissions Policy and Process published on www.lipasixthformcollege.org
1 September 2022	Application form for September 2023 entry available at www.lipasixthformcollege.org
1 September 2022	Applications period for September 2023 entry open until 31 January 2023
31 January 2023	Applications period for September 2023 entry closes
1 February 2023	Assessment (Audition, interview and workshop) period begins
30 March 2023	Assessment (Audition, interview and workshop) period ends
April 2023	Outcome letters to arrive with all applicants for all courses
25 th August 2023	GCSE results day
25 th & 26 th August 2023	Enrolment of successful applicants
1 September 2023	Term begins at LIPA Sixth Form College