

**LIPA**  
**SIXTH FORM**  
**COLLEGE**

**Admissions Policy**  
**2019 Entry**

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## **Admissions Policy 2019 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 courses 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 disciplines. 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 disciplines and our emphasis on project-based learning, we can provide what our students need to prepare for a wide range of performing and production arts 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 single discipline on which to focus – UAL Level 3 Extended Diploma courses for September 2019 entry will be offered in Acting, Dance, Music, Sound Technology and Production Arts.

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 C/4 or above, to equip them with the skills required to successfully manage the academic element of each course. Those students who do not achieve English and/or Maths GCSE at grade C 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, which we reached in September 2017. The Published Admissions Number (or PAN) for 2019 is 180. Applicants for September 2019 entry to LIPA Sixth Form College's courses will normally have been born between 1 September 2002 and 31 August 2003 (students born before 1 September 2002 but who are currently in Year 11 are also eligible to apply).

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**

Entry to 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.

All students who submit an application form will be invited to attend an assessment session.

Applicants for September 2019 entry to LIPA Sixth Form College's courses will normally have been born between 1 September 2002 and 31 August 2003 (students born before 1 September 2002 but who are currently in Year 11 are also eligible to apply).

### **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 2019 entry. The application form can be downloaded from [www.lipasixthformcollege.org](http://www.lipasixthformcollege.org) or by request from LIPA Sixth Form College Administrator ([enquiries@lipasixthformcollege.org](mailto:enquiries@lipasixthformcollege.org)).

Application forms must be submitted as a hard copy between 1 September 2018 and 31 January 2019. All applicants for September 2019 entry will be invited for an assessment session.

### **Stage 2**

All applicants for September 2019 entry will be invited to attend an assessment session. These will be held during February and March 2019, 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 Application Process provides three key assessment activities (interview, presentation of pre-prepared work and group specialist workshop) which in turn are referenced against the six key attributes we believe prospective students need to possess to be successful on their course. These are:

- 1 knowledge, ability and experience in the chosen discipline
- 2 commitment to the chosen discipline 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:

<b>LIPA Sixth Form College Key Attribute</b>	<b>Pre-Prepared Work</b>	<b>Interview</b>	<b>Specialist Group Workshop</b>
1 knowledge, ability and experience in chosen discipline	√	√	√
2 commitment to chosen discipline 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:

- Audition / presentation of pre-prepared work (relevant to the chosen discipline)
- Interview
- Group Specialist Workshop

During the assessment session, our assessors will score the pre-prepared work, the interview and the group workshop. The scoring framework we will use for this is as follows:

<b>Audition / presentation of pre-prepared work (relevant to the chosen discipline)</b>					
<b>Inadequate 1</b>	<b>Partial 2</b>	<b>Satisfactory 3</b>	<b>Good 4</b>	<b>Very good 5</b>	<b>Outstanding 6</b>
The applicant performs or presents work which requires greater preparation, demonstrating 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 regards of their specialism.	The applicant performs or presents prepared work, demonstrating a satisfactory level and of skill in regards of 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.

<b>Interview</b>					
<b>Inadequate 1</b>	<b>Partial 2</b>	<b>Satisfactory 3</b>	<b>Good 4</b>	<b>Very good 5</b>	<b>Outstanding 6</b>
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 partially developed level of understanding and commitment for their specialism, with limited 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 very good levels of understanding and commitment for their specialism, with a very 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.

<b>Group Specialist Workshop</b>					
<b>Inadequate 1</b>	<b>Partial 2</b>	<b>Satisfactory 3</b>	<b>Good 4</b>	<b>Very good 5</b>	<b>Outstanding 6</b>
The applicant's group skills and contribution is ineffective related to the workshop activities, demonstrating a partial level of creativity and skill in their specialism.	The applicant displays some group 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 6 marks are available for the pre-prepared element, a total of 6 for the interview and a total of 6 for the group workshop), so those achieving 18 marks will be prioritised over those achieving 17, and so on. Written confirmation of the outcome of the assessment sessions will be sent out to each applicant in April 2019 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 2019 to take up the course of their choice, **or**
- An opportunity for a second chance audition if the applicant feels they did not do themselves justice at the original assessment session.

### **Stage 4**

For those applicants who have accepted a place at LIPA Sixth Form College for September 2019, an information pack containing details of the enrolment process will be sent out in July 2019.

Enrolment for September 2019 entry will begin on Thursday 22 August 2019, with term starting on Monday 2 September 2019.

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 assessment criteria.

## **6 Oversubscription Criteria**

In the event of the September 2019 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 and who meets the assessment criteria.
- 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 authority<sup>1</sup>
    - ii applicants living within the catchment area of Merseyside who are eligible for Further Education Free School Meals

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<sup>1</sup> 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).

- 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 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 Waiting List**

It may be that some applicants do not receive their predicted grades, or decide not to attend LIPA Sixth Form College for whatever reason. We will therefore establish a Waiting List for those having met the minimum entry standard of 5 GCSEs at grade C/4 or above, with applicants prioritised in line with our oversubscription criteria. The Waiting List will operate until the end of 31 December of each year. Application for in-year admissions will be reviewed and considered in accordance with the criteria above, with these applicants being interviewed and assessed on prepared work like any other applicant, but not including the group workshop.

## **8 Second chance auditions**

Applicants who are not offered a 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 2019.



## **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. The appeal letter must clearly state the grounds for appeal.

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**

Applications received after the deadline of 31 January 2019 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, applicants may request that they are placed on LIPA Sixth Form College's Waiting List.

## **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, disability, faith, ethnicity, or sexual preference provided they meet the criteria for entry.

## 12 Timetable for Applications for September 2019 entry

1 March 2018	September 2019 entry Admissions Policy and Process published on <a href="http://www.lipasixthformcollege.org">www.lipasixthformcollege.org</a>
1 September 2018	Application form for September 2019 entry available by request from the LIPA Sixth Form College, or at <a href="http://www.lipasixthformcollege.org">www.lipasixthformcollege.org</a>
1 September 2018	Applications period for September 2019 entry open until 31 January 2019
31 January 2019	Applications period for September 2019 entry closes
1 February 2019	Assessments period begins
30 March 2019	Assessments period ends
by 5 April 2019	Outcome letters to arrive with applicants
22 August 2019	GCSE results day
22-23 August 2019	Enrolment of successful applicants
2 September 2019	Term begins at LIPA Sixth Form College