

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

**Admissions Policy**  
**2021 Entry**

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## **Admissions Policy 2021 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 2021 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 2021 is 180. **Applicants for September 2021 entry to LIPA Sixth Form College's pathways will normally have been born between 1 September 2004 and 31 August 2005).**

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 2021. 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 2021 entry. Online applications are available on the LIPA Sixth Form College website:

<https://www.lipasixthformcollege.org/page/?title=Online+application+form+for+2021+entry&pid=124>.

Application forms must be submitted between 1 September 2020 and 31 January 2021.

All students are recommended to submit applications before the published deadline (31<sup>st</sup> January 2021). 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, including attendance, punctuality, conduct and application;
- the predicted grades provided by the high school;
- 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 2021 entry will be invited to submit assessment tasks which will be sent out via email. These will be assessed during March 2021, and applicants will be notified of the nature of the tasks required and guidance notes to help preparation will also be sent out at this time.

Alternative submission dates 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 (interview, presentation of pre-prepared work and presentation of specialist course related activity) 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	Interview	Specialist Course related activity
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 – Pre-recorded
- Interview– Pre-recorded
- Creative Task -- Pre-recorded

### Dance

- Dance Audition – Pre-recorded
- Interview– Pre-recorded
- Creative Task -- Pre-recorded

### Music

- Audition 1 – Candidate selected – Pre-recorded
- Interview– Pre-recorded
- Creative Task 2 - Selected by LIPA Sixth form College– Pre-recorded

### Musical Theatre

- Dance Audition and Acting Audition - Pre-recorded
- Interview– Pre-recorded
- Creative Task– Pre-recorded

## **Technical Theatre**

- Pre-prepared presentation – Microsoft Teams
- Interview - Microsoft Teams
- Creative Task – Written submission
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## **Design for Performance**

- Pre-prepared presentation – Microsoft Teams
- Interview - Microsoft Teams
- Creative Task – Written submission

Our assessors will score the audition(s)/ pre-prepared work (live or pre-recorded), the interview and Creative Task. The scoring framework we will use for this is as follows:

<b>Audition(s) / presentation of pre-prepared work (relevant to the chosen pathway)</b>						
<b>Inadequate 1</b>	<b>Poor 2</b>	<b>Partial 3</b>	<b>Satisfactory 4</b>	<b>Good 5</b>	<b>Very good 6</b>	<b>Outstanding 7</b>
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.

<b>Interview</b>			
<b>Poor 1</b>	<b>Satisfactory 2</b>	<b>Good 3</b>	<b>Outstanding 4</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 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.

<b>Specialist Course Related Activity</b>						
<b>Inadequate 1</b>	<b>Poor 2</b>	<b>Partial 3</b>	<b>Satisfactory 4</b>	<b>Good 5</b>	<b>Very good 6</b>	<b>Outstanding 7</b>
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.

### **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. Written confirmation of the outcome of the assessment sessions will be sent out to each applicant in April 2021 detailing **either**:

1. **Successful - Conditional Offer.** Applicants who rank highest will be offered a place. This will be 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 2021 to take up the pathway of their choice, or
2. A place on the **Reserve List.** Applicants who did not rank highly enough to be offered a place initially, will be placed on the reserve list. *There will be an opportunity for a second chance audition and interview for those placed on the reserve list if the applicant feels they did not do themselves justice at the original assessment session. See section 7 and 8.*

### **Stage 4**

For those applicants who have accepted a place at LIPA Sixth Form College for September 2021, an information pack containing details of the enrolment process will be sent out in July 2021.

Enrolment for September 2021 entry will begin on Thursday 20 August 2021 (GCSE results day). Students will be asked to enrol and bring their GCSE results with them. It is at this stage that their offer of a place is finalised and they will be enrolled providing that they have achieved the minimum entry requirements.

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 entry requirements and assessment criteria.

## **6 Oversubscription Criteria**

In the event of the September 2021 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
    - 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.

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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).

## **7 Reserve List**

From time to time there may be some successful applicants who do not achieve their predicted grades or decide not to attend LIPA Sixth Form College for whatever reason despite initially being offered a place. Therefore, we will establish a Reserve List for those who are predicted to meet the minimum entry standard of 5 GCSEs at grade C/4 or above, with applicants prioritised in line with our oversubscription criteria and their ranking score at assessment centre. In line with GDPR, we cannot disclose to applicants their position on the Reserve List.

The offer of a place on our reserve list does not restrict you from applying for a second chance audition and interview, however, please note that the outcome of these can be only one of three:

- Confirmation that you are still on the reserve list;
- Confirmation that you have gained a place on the course;
- Confirmation that you have been unsuccessful in gaining a place at LIPA Sixth Form College and your reserve place has been withdrawn.

The Reserve 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 audition and interview**

Applicants who are not offered initially a place through this Admissions Process have a right to request a second chance audition and interview if they have been placed on the Reserve List and feel that they did not do themselves justice at the original assessment session. Details of this process will be included in the outcome letter sent out in April 2021.

## **9 Appeals procedure**

If, an applicant is unsuccessful and 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 offer the applicant a second chance assessment centre (audition & interview).

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

## **10 Late Applications**

Applications received after the deadline of 31 January 2021 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 2021 entry

1 March 2020	September 2021 entry Admissions Policy and Process published on <a href="http://www.lipasixthformcollege.org">www.lipasixthformcollege.org</a>
1 September 2020	Application form for September 2021 entry available at <a href="http://www.lipasixthformcollege.org">www.lipasixthformcollege.org</a>
1 September 2020	Applications period for September 2021 entry open until 31 January 2021
31 January 2021	Applications period for September 2021 entry closes
1 February 2021	Assessments period begins
30 March 2021	Assessments period ends
April 2021	Outcome letters to arrive with applicants
26 <sup>th</sup> August 2021	GCSE results day
26 <sup>th</sup> August 2021	Enrolment of successful applicants
1 September 2021	Term begins at LIPA Sixth Form College