LANDAU FORTE ACADEMY TAMWORTH SIXTH FORM

Policy Name	**Admissions Policy (SF)**
Policy Number	**LFATSF/0044**
Date of Issue	**September 2026**
Reviewed by	**Mr M Cavanagh**
Date of next review	**September 2027**

Vision

Our vision at Landau Forte Academy Tamworth Sixth Form is to ensure that every young person is inspired, engaged and challenged to achieve at the highest possible level. At the heart of everything we do is a strong moral purpose to ensure all young people have access to the highest quality education and enrichment experiences. We are relentlessly ambitious for our students in their future aspirations and we want their success to go beyond academic achievement.

The Academy aims to ensure that our young people leave as confident, healthy, secure and independent individuals who have a love of learning and are ready to make a personal contribution to society.

Rationale

Landau Forte Academy Tamworth Sixth Form operates an Admissions Policy for entry at Year 12, which will:

- be consistently applied and clearly transparent to all stakeholders
- meet the needs of the students
- meet the needs of the Parents/Carers
- meet the requirements of the Law

(1) Principles

As a 16-19 Sixth Form College, the Landau Forte Academy Tamworth Sixth Form has separate admissions criteria from that of an 11-16 secondary school. Tamworth Sixth Form is an independent corporation in the state sector and as such is able to produce and operate an Admissions Policy which reflects its educational character, as expressed in its mission, vision and values.

The Academy welcomes applications from students of all backgrounds and supports those with learning difficulties and disabilities to access the curriculum. The Academy operates as a full-time education setting where lessons are delivered through face-to-face taught lessons. The Academy operates an Equal Opportunities Policy and aims to ensure that recruitment of students is undertaken in a fair and non-discriminatory manner.

The Principal has the sole right to receive appeals and the ultimate authority to accept or reject any student in line with the appeals process.

(2) Applications from current Year 11 students to join the Academy in Year 12

The Academy primarily intends to offer places to Year 11 students who have successfully completed Level 2 qualifications that meet the generic entry requirements. These students should be ready to access the next steps of their education journey, including demonstrating the conduct that will be expected of them as a Level 3 learner.

As a 16-19 Sixth Form College, we can also accept students who have spent one-year, post-year 11 at different Further Education establishment and are and are seeking to start Year 12 again. We are unable to accept students who will turn 19 during their first year of study, without an Educational Health Care Plan.

(3) Students who do not have GCSE grades due to previously studying abroad

Tamworth Sixth Form welcomes applications from students who have previously studied outside the UK and is committed to ensuring that no applicant is disadvantaged on the grounds of nationality, ethnicity, race, language background or country of origin.

Where an applicant does not hold UK qualifications that can be directly compared to our published entry requirements, we will consider a range of evidence to determine whether the applicant is suitably prepared to access and succeed on their chosen programme of study.

This assessment may include:

- The applicant's previous academic qualifications, including Level 2 equivalent qualifications and attainment achieved in their country of origin.
- School reports, transcripts, references and other evidence of prior learning.
- The applicant's proficiency in English where this is necessary to access the curriculum and assessment requirements of the programme.
- Interviews, initial assessments, skills-based assessments or diagnostic tests designed to evaluate the applicant's current knowledge, skills and readiness for Level 3 study.

Admissions decisions will be made on an individual basis and will take into account both the applicant's prior attainment and their ability to engage successfully with the content, pace and academic demands of the proposed programme.

The College will seek to support applicants wherever possible. However, an offer of a place may not be made where the assessment indicates that the applicant is not yet adequately prepared to access the curriculum or achieve success on the programme. In such circumstances, applicants may be advised of alternative pathways, provision or further preparation that may better meet their current educational needs.

All decisions will be made fairly, consistently and in accordance with our equality, diversity and inclusion commitments and relevant legislation.

The Academy's decision is final.

(4) Offers

Students receive a conditional offer of a place at the Academy through satisfying the following criteria:

I. The student should demonstrate a strong commitment to further study and the ethos of the Academy.

II. The Academy discussion between a member of the Academy Senior Leadership Team (SLT) and the student does not cast doubt upon (I).

III. Applicants are expected to attend a 'guidance meeting' with a member of the Academy's staff where suitability for courses will be discussed with the view to align this to the applicant's post-18 aims and aspirations.

IV. Students are predicted to achieve their grade requirements for entry to the Academy and to study their chosen courses as specified in the course prospectus. In very rare incidences, we may feel that there are no suitable courses available for the applicant or the applicant will not benefit from our courses and suggest alternative courses elsewhere. We reserve our right to decline to make an offer.

V. We are unable to offer places to students who require **both** GCSE English Language and GCSE Maths re-sit due to the nature of our timetable. We can support students who have achieved a minimum of a '3' in **one of these subjects** through our compulsory GCSE re-sit class, as per the DfE legislation. Students who receive less than a '3' in GCSE Maths or GCSE English Language are recommended to study Functional Skills in this subject. At this present time, we are only able to offer GCSE re-sit and not the Functional Skills.

Offers are conditional and based upon achieving the specified entry requirements. If a student does not meet these requirements, we will do our utmost to offer alternative courses. We do, however, maintain our right to decline to make an offer where we determine that there are insufficient suitable courses on offer to the applicant.

The Academy expects any extenuating circumstances in the applicant's GCSE grades to be taken into account at the point certification and that the grades received by the applicants reflect their current academic ability. In rare instances, it may be possible to consider extenuating or exceptional circumstances that may have impacted upon the normal Academy entry requirements being met. This will be done at the discretion of the Principal, whose judgement will be final in relation to whether a student can or cannot be offered a place at the Academy.

The Academy maintains the right to withdraw an offer if a student submits false or misleading information or is involved in misconduct on or off the Academy site.

The Academy reserves the right to withdraw a course if there are insufficient numbers of students or suspend applications for courses which are full. In these cases, applicants will, where possible, be informed prior to enrolment and suitable alternatives investigated, where appropriate. Where a course becomes full, students will be added to a waiting list on a first-come-first-served basis.

All students offered a place must agree to subscribe to the expected behavioural and engagement standards, including that of the Learning Agreement and demonstrate a positive attitude in line with the Academy ethos.

Each application is reviewed on a case-by-case basis.

All decisions made by the Academy are final.

(5) Students wishing to re-start Year 12

In rare circumstances, it may be in the best interest of the student to re-start Year 12.

A request to re-start Year 12 can be made where there are clear reasons outside of the student's control as to why the previous year has been unsuccessful with a strong indication that this will be different in the forthcoming year. This is likely to be corroborated with external, independent evidence such as a letter from a medical professional or the local council, for example.

Students must meet the entry requirements for the new courses and specific conditions may be placed upon their application i.e. maintaining a certain standard with their attendance, attainment or conduct.

Individual circumstances will always be taken into consideration. Re-starting Year 12 must be started by the end of the Year 12 probation period, which is the last Friday of September.

All decisions made by the Academy are final.

(6) Progression into Year 13

The successful progression into Year 13 is conditional on the following criteria:

Conduct
Students are expected to consistently meet the conditions of the Learning Agreement and the level of engagement, attendance and personal conduct as expected of a Level 3

learner. This includes any incidents of damaging the reputation of Landau Forte Academy Tamworth Sixth Form whilst on site, off campus and/or on social media.

Attendance
Students will be expected to have maintained an attendance of 93%. Students with attendance below the expected standard will be monitored through the Academic Concerns system following the Stage 1, Stage 2, Stage 3 and Final Warning interventions. It is likely that a student with attendance concerns will have reached at least Stage 3 by the end of Year 12. We reserve the right to not allow a student to progress into Year 13 whose attendance is below the expected standard of 93%.

End of Year 12 results (including Progression Exams)
Students are required to pass all subjects to continue them into Year 13 and must reach a minimum of 56 UCAS points to continue (an equivalent of a 'D', 'E', 'E'). The UCAS points tariff is used by universities and colleges for Higher Education entry and is a nationally recognized method of evaluating Level 3 study outcomes. Students who receive 48 points (equivalent of 3 x 'E' or 3 x 'Pass') will have their suitability for progression into Year 13 discussed on a case-by-case basis, where we will always attempt to look positively to ensure the student will be successful in Year 13.

The table below indicates the conversion of grades to points:

Points	A-Level Grade	Vocational Grade
56	A*	Distinction *
48	A	Distinction
40	B	
32	C	Merit
24	D	
16	E	Pass
0	U	Fail

Example 1: *Student A receiving a 'B', 'B' 'B' in their progression exam results would receive 3 x 40 points = 120. The student has passed the progression criteria into Year 13.*

Example 2: *Student receiving a 'C', 'C' and 'Distinction' in their progression exam results, and their official BTEC results in the summer of Year 12 would receive 32 + 32 + 48 = 112. The student has passed the progression criteria into Year 13.*

Example 3: *Student receiving 'Pass', 'Pass', 'Merit' in their official BTEC results in the summer of Year 12 would receive 16 + 16 + 32 = 64. The student has passed the progression criteria into Year 13.*

Example 4: *Student receiving 'D', 'U', 'U' in their progression exam results, and their official BTEC results in the summer of Year 12 would receive 24 + 0 + 0 = 24 and have insufficient points to progress into Year 13. The student has* ***not*** *passed the progression criteria into Year 13 and will require a discussion about their intended next steps.*

Passing all subjects
Students must pass all three subjects to continue into Year 13.

As a full-time education provider, students must study three A-Level equivalents with us. By not being able to continue a subject into Year 13, this may jeopardise the student's place at the Sixth Form, including the viability of their other courses.

Example 5: *Student receiving 'C', 'D', 'U' in their progression exam results, and their official BTEC results in the summer of Year 12 would receive 32 + 24 + 0 = 56. This meets the progression points requirements but does not satisfy the criteria of ensuring the student*

can continue with three courses into Year 13. The student will require a meeting with the Academy Leadership Team where we will look to support the student as much as can realistically be done in a full-time education setting. It may be decided that the student cannot continue at Tamworth Sixth Form in Year 13.

The Academy decisions on Progression into Year 13 are final and any appeals must be made in writing to the Principal. The Principal will evaluate the situation objectively and decide a final judgement. This decision is solely at the discretion of the Principal.

The Academy always makes a decision which we believe is in the best interest of the student. Since Progression Exams were introduced at the Academy, the progression rate from Year 12 to Year 13 of students wishing to continue their studies has **always been above 98.5%.** Last year (2025/26) this figure was 100%. The year previous (2024/25) was 99.1%.

(7) Applications to join the Academy in Year 13

It is not normal practice to accept students from other education establishments into Year 13.

From September 2015 – 2018 the Government 'decoupled' AS qualifications from A2. This means that academic A-Level qualifications, are now 2-year courses, as opposed to 2 x 1 year courses, that they were previously. This makes moving education institution half-way through a course incredibly difficult. There are multiple examination boards with different content for each course, and when these are the same, there is no guarantee that both institutions teach the content in the same order.

Each individual circumstance and case will be considered and alternatively the offer of beginning Year 12 again at Landau Forte Academy Tamworth Sixth Form may be offered if the criteria from section 4 are met.

All Academy decisions are final.

(This policy will be reviewed in full by the Governing Body on an annual basis)

Date	**September 2026**
Change Made	**Various**
Made By	**Mr M Cavanagh**